STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
870	Inland Division	801
EVALUATED BY		DATE
Veda Y. Fleeto	n	05/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		ALUATION al Evaluation	✓ Infor	mal Evaluation	SUSPENSE DATE			
FOLLOW		REQUIRED  No		☐ Correction Report	COMMANDER'S REVIEW	teple.	DATE 6	123/09
1. AF	REA	ADMINISTRAT	TION		05/30/2009	ACTION REQUIRED	CORRECTED	
a.	ls t	here a clear line	e of super	vision and accountability for the	Area's fleet managemer	t?	✓ Yes	□No
	(1)	Is the Area co	mmander	involved and informed?			✓ Yes	□No
		(a) Does he/s	she monito	or invoices?			✓ Yes	□No
	(2)	Who is author	ized to ap	prove invoices? Area Automo	otive Technician II (ATI	() Steve Higginson up to \$	500, then a s	supervisor or
		Area Comma	nder.					
b.	Wh	nat is the backg	round exp	erience of the Automotive Techn	nician (AT)? The ATII	has completed various aut	omotive clas	sses at Copper
	Mo	ountain College	and rema	ins current by reviewing Fleet (	Operations Bulletins and	manufacturer bulletins. T	Training prov	ided by Dept.
	(1)	Are sufficient	instruction	s and training provided?			✓ Yes	□No
	(2)	Is he/she a qu	alified me	chanic at journey person level?			✓ Yes	□ No
	(3)	Does he/she a	attend trair	ning on new model vehicles?	¥		✓ Yes	□No
	(4)	Does the AT h	ave good	rapport with Area personnel an	d vendors?		☑ Yes	□No
	(5)	Does the AT	ensure ver	icles are available at shift chan	ge?		✓ Yes	□No
	(6)	Does the AT p	eriodically	attend staff meetings?			☐Yes	☑ No
	(7)	Does the AT h	ave ideas	/suggestions for improving the p	program?		☑ Yes	□ No
C.	Ηον	w much maintei	nance wor	k is being done by the AT? Sch	neduled services, brake r	epairs, tire mounting, batte	ery replacem	ent, minor
	dis	crepancy repair	s and trou	ble shooting.				
	(1)	Is he/she qual	ified to pe	rform maintenance and minor re	epairs?		✓ Yes	□No
		(a) If these d	uties are n	ot being performed, why not?	×			
d.	Wh	at other duties	or respons	sibilities are placed on the AT?	Minor building mainte	nance such as light bulb re	eplacement,	sign posting,
	mo	onitoring jet and	unleaded	fuel systems, monthly mileage				
2. VE	HIC	LE USE			05/30/2009	ACTION REQUIRED	CORRECTE	
a.	Hov	w many "E" Cla	ss vehicle	s are assigned to the Area? Eig	ght.			

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

	(1)	l) Is there an unmarked patrol vehicle assigned for t	the commander?		✓ Yes	☐ No
	(2)	2) If the number of vehicles assigned is in excess of	the formula, what justification	has been made? The Ar	ea is not in e	excess of
		vehicles assigned and has recently requested two	E class vehicles due to increa	se in uniformed personnel	•	
b.	. Ar	re there procedures in place to ensure there are suff	īcient vehicles available at the	beginning of each shift?	✓ Yes	□No
	(1)	Are officers allowed to perform minor corrections	in order to keep the vehicles o	n the road?	✓ Yes	□ No
		(a) Is there a supply of tools and minor equipmen	nt available?		✓ Yes	□ No
c.	W	What is the justification for any vehicle kept at employe	ees homes after duty hours?	Supervisors are on-call an	d the vehicle	es are secure
	at	t their residence within departmental policy.				
d.	. Wi	Who does the commander allow to ride in vehicles?	Cadets, Media, and applicants	for the Cadet position.		
	(1)	) Do supervisors use the CHP 428, Release and W	/aiver of Liability?		✓ Yes	□ No
		(a) Is the CHP 428 kept for the appropriate perio	d of time?		✓ Yes	□No
S	ERV	VICE ARRANGEMENTS	05/30/2009	ACTION REQUIRED	CORRECTE	)
. •	144	What vendors are being used for servicing or repairing		tors		
-	. VVI	viiat veiluois ale beilig useu loi servicilig oi repairilig	vehicles? Palm Springs Mo	DIOIS		
-	. VVI	what vehicors are pering used for servicing or repairing	y vehicles? Palm Springs Mo	nors		
			g vehicles? Palm Springs Mo	itors	✓ Yes	□No
	(1)	) Are they authorized dealers?	- 1	¥		
	(1)		- 1	lability, price, convenience		
	(1)	) Are they authorized dealers?	ndor? Location, quality, avai	¥		
-	(1)	Are they authorized dealers?  What process was used in selecting a service ven  Output  Description:	ndor? Location, quality, avai	¥		
-	(1)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?	ndor? Location, quality, avai	¥	e, service, ar	nd security.
-	(1)	Are they authorized dealers?  What process was used in selecting a service vent.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor	ndor? Location, quality, avai	lability, price, convenience	e, service, ar ✓ Yes ✓ Yes	□ No
	(1) (2) (3) (4)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?	ctive vendors?	lability, price, convenience	✓ Yes ✓ Yes	□ No □ No □ No
-	(1) (2) (3) (4)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?	ctive vendors?	lability, price, convenience	e, service, ar ✓ Yes ✓ Yes	□ No
a.	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?	ctive vendors? ck out problems in order to mai	lability, price, convenience ntain good en making purchases?	✓ Yes ✓ Yes	□ No □ No □ No
a.	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materia vehicle availability has been a problem, has Area ex	ctive vendors? k out problems in order to maintails Management Manual, whereperimented with weekend maintails	lability, price, convenience ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
a.	(1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Material vehicle availability has been a problem, has Area ex  What percentage of the fleet is needed on weeker	ctive vendors? k out problems in order to maintails Management Manual, whereperimented with weekend maintails	lability, price, convenience ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
a.	(1) (2) (3) (4) (5) (6) If v (1) (2)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Material vehicle availability has been a problem, has Area extended on weekers.	ctive vendors? k out problems in order to mainals Management Manual, whereperimented with weekend mainds? 50%	lability, price, convenience ntain good en making purchases?	e, service, ar  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes  ─ Yes  ─ Yes	No No No No No
a.	(1) (2) (3) (4) (5) (6) If v (1) (2)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Material vehicle availability has been a problem, has Area extended by What percentage of the fleet is needed on weekers.  Are there shortages of vehicles on Mondays?	ctive vendors? ctive vendors? ctive vendors? ctive vendors in order to mainals Management Manual, whereperimented with weekend mainds? 50%	lability, price, convenience ntain good en making purchases?	e, service, ar  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes  ─ Yes  ─ Yes	No No No No No No No
b.	(1) (2) (3) (4) (5) (6) If v (1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vents.  What are the hourly rates being charged? \$97.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effects.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Material vehicle availability has been a problem, has Area extended by What percentage of the fleet is needed on weekers.  Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days schedules.	ctive vendors?	lability, price, convenience ntain good en making purchases?	yes yes yes yes yes yes	No No No No No No No No

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#### FLEET MANAGEMENT

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#### **FLEET MANAGEMENT**

		(2)	What has been the condition of vehicles returned to FOS?	All personal effects	are removed, all equipment	in working	order, rear
			seat removed and checked for contraband.				
		(3)	Are the right equipment options completed?		=	Yes	□No
5.	Αl	JTO	MOTIVE WORK AREA/EQUIPMENT	05/30/2009	ACTION REQUIRED	CORRECTED	(1)
	a.	ls t	there adequate space and comfort in the AT office?			✓ Yes	□No
		(1)	Is the office arranged neatly, and are all bulletins and manua	ls current?		✓ Yes	□No
		(2)	Does the AT maintain a service and flat rate manual?			Yes	□No
	b.	ls t	the space for working on vehicles adequate?			✓ Yes	□No
		(1)	Is it clean and organized?			Yes	□No
	C.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet Or	perations Manual, C	hapter 6?	☑ Yes	□No
		(1)	Is there an inventory?			✓ Yes	□No
			(a) When was it last checked? APRIL 6, 2	009		✓ Yes	□No
		(2)	Are the tools located where they can be easily accessed by t	he AT when working	g on vehicles?	✓ Yes	□No
			(a) Are they clean and properly maintained?			✓ Yes	□No
			(b) Is there security for the tools when the AT is not present	?		✓ Yes	□No
			(c) Who has access to the tools? ATI AND OF	TICERS WITH	ATIL'S PERMISSION.	Yes	□No
	d.	Do	es the AT have the equipment necessary to perform all require			✓ Yes	□No
		(1)	If not, has it been budgeted for and/or ordered?			☐Yes	□No
	e.	ls t	the equipment neat, clean and in good repair?			✓ Yes	□No
		(1)	Have replacements been planned and budgeted for?			✓ Yes	□No
	f.	Are	there additional tools or items of equipment needed?	2		☐ Yes	☑ No
		(1)	Could the AT be more effective if they were available?			☐ Yes	□No
		(2)	Can they and/or have they been requisitioned or requested?			☐ Yes	□No
6.	TIF	RES	S, PARTS AND SUPPLIES	06/11/2009	ACTION REQUIRED	CORRECTED	
	а.	ls t	the space provided for parts and supplies adequate?	*		✓ Yes	□No
		(1)	If not, can more space be provided?			Yes	□No
		(2)	Is the space neatly and logically organized?			✓ Yes	□No
		(3)	Is there adequate security?			✓ Yes	□No
		(4)	Who has access to the parts/supplies? ATII and Area supe	ervisors.			
		(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
	b.	Are	e automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as	required?	✓ Yes	□No

#### **FLEET MANAGEMENT**

(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Each vehicle has	a credit car
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□ No
FUEL DISPENSING FACILITY  EVALUATED   ACTION REQUIRED   06/11/2009	CORRECTE	D.
The competition and text		
(1) Who conducted the count? Fleet Supervisor and ATII.		
Are all containers (other that the original) containing hazardous materials properly marked?      Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□ No
g. Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes ✓ Yes	□ No □ No
(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□ No
(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☑ Yes	□ No
to vendor when new batteries are purchased.		
f. How are old tires/batteries disposed of? Tires are disposed of by a contract vendor (Rubber Recovery)	and batteries are	taken by A
(a) Is the disposition of used tires within policy?	✓ Yes	□ No
(7) Are adequate records maintained for used tires?	✓ Yes	□ No
(6) Does it appear tires are being replaced prematurely?	□Yes	☑ No
(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	□No
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
(a) How are tires stored? All tires are in racks and are secured by chains and locks.		
(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□ No
(a) Are records reviewed by management?	✓ Yes	□No
(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installa	tion?	□No
(1) Are there obsolete parts on hand?	☐ Yes	✓ No

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	☑ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐Yes	☑ No
<u>.</u> C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Officers and ATII.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? ATII and supervisors.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Area developed a fuel log sheet for each p	ump.	
	8		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The ATII checks the gas log and more than 2-3 gallons daily?	eter reading	gs and
	compare it to the gallons dispensed.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? The equipment was installed in 2007 and was che	cked for ac	curacy.
h.	Is there a contract for fuel?	✓ Yes	□ No
	(1) How often is the fuel supply replenished? Every five weeks.		
	(2) At what level is it refilled? When fuel reaches minimum contract level.		
i.	How does the Area secure the fuel pumps when they are not in use? Padlocked.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

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#### **FLEET MANAGEMENT**

8. SAFETY		06/11/2009	ACTION REQUIRED	CORRECTED	)
a. Does the Area co	nduct an inspection of the facility twice	ce each year to detect safety ha	azards?	✓ Yes	□No
(1) Are the AT's	work areas inspected?			✓ Yes	□No
b. Are there possible	unsafe conditions within the AT's w	ork areas?		☐ Yes	☑ No
(1) Is the shop fl	oor clean and free of any spills?			✓ Yes	□No
(2) Are electrical	cords or hoses posing a hazard?			☐ Yes	☑ No
(3) Are fire exting	guishers charged, inspected and of t	ne proper type?		✓ Yes	□No
(4) Are any batte	ries leaking or stored improperly?	*		☐Yes	☑ No
(5) Are there loo	se items on the floor?			☐Yes	✓ No
(6) Is the bench	grinder firmly affixed, and are there s	afety glasses available?		✓ Yes	□No
(a) Are they	worn by the AT?			✓ Yes	□No
(7) Is the battery	charger in a safe place?			✓ Yes	□No
(8) Are masks av	vailable for AT's to wear when servici	ng brakes?		✓ Yes	□No
(a) If yes, ar	e they worn?			✓ Yes	□No
(9) Are jack stan	ds properly utilized?			✓ Yes	□No
(1) Have any inju	ries been prevented with an improve		Lacrical provinces	✓ Yes	□No
9. VEHICLE RECORD	S AND MAINTENANCE	EVALUATED 06/11/2009	ACTION REQUIRED	CORRECTE	)
a. Are fleet records	ogically filed?	\$	- 1	✓ Yes	□No
(1) Are they conv	veniently located and available to the	AT and supervisor?		✓ Yes	□No
(2) Do files conta	in all required documents?			✓ Yes	□No
(a) If docum	ents are not in files, where are they l	ocated?			
b. Do the Fleet Focu	s (FF) documents comply with the in	structions in HPM 31.1, Fleet (	Operations Manual?	✓ Yes	□No
(1) Are documen	ts legible and complete?			√ Yes	□No
(2) Who reviews	the FF reports? Fleet Supervisor an	d ATII.			
(3) How is the in	formation used in Area's fleet admini	stration? Vehicle operating co	osts are monitored and p	atrol vehicle p	arts
inventory is	naintained.				
c. Is the CHP 424 cu		9		✓ Yes	□No
(1) Does the CH	P 424 reveal any unusual repair patt	erns or duplicate services?		☐ Yes	☑ No

#### **FLEET MANAGEMENT**

VIII	(Nov. 6 66) 61 1 666				
	(2) Have required services been done at the proper mileage?			✓ Yes	□ No .
d.	Is the Area using the most effective and economical method of r	repairing/maintaining the	fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?	±1		✓ Yes	□No
:	(3) Is work being done by vendors that should be done by the A	AT?		☐ Yes	☑ No
	(4) Are there any warranty problems?			☐ Yes	☑ No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?	Ž)		☐Yes	☑ No
	(6) Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice?	The threshold limit is	\$500 by A	TII, then the
S	supervisor or Area Commander must approve the invoi	ice. The Area has a desig	gnated ink stamp for inv	oice and th	e required
	information must be completed on the invoice.	€			
e.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the A	т?		✓ Yes	□No
10.	CONDITION OF THE FLEET	05/30/2009	ACTION REQUIRED	CORRECTED	
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pro	blems identified?	☐Yes	☑ No
	(1) Have any unauthorized modifications been made on vehicle	es?		☐Yes	☑ No
11.	MOTORCYCLES	N/A	ACTION REQUIRED	CORRECTED	)
а.	Is the Area commander involved and kept informed of motorcyc	le deployment, needs, pr	oblems, etc.?	Yes	□ No
	(1) Are the program objectives clearly understood by the comm	ander and supervisors?		☐Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcy	cle operations?		☐Yes	□No
b.	Are motorcycles being deployed in conformance with department	ntal policy and Fleet Oper	rations Bulletins?	☐Yes	□No
	(1) Are motorcycles being used on beats with predominantly hi	gh speed problems?		☐Yes	□No
	(2) Are motorcycles used for special duty officer transportation	?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations	and extended days off?		☐Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed tog	gether?		☐Yes	□ No
	(1) What system is in place to verify understanding and complia	ance?			
	(2) Are Bulletins discussed with riders?			☐ Yes	□No
d.	What type of active safety program does the Area have?	8			
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#### **FLEET MANAGEMENT**

	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		*		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	Yes	□No
		(a) Are mandatory exercises being conducted?	Yes	□ No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
-	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
V:	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
-	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
-		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(5) Is there security and an accurate inventory kept?	☐ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	☐Yes	□No
(2) Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
(3) How is repair work verified?		
8		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
(a) Is a supervisor's permission required?	Yes	□No
(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	☐ Yes	□No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j. Are vehicle files logically kept and up-to-date?	☐ Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
(3) Is service up-do-date?	☐Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
(2) Are the forms filed for the life of the motorcycle?	☐Yes	□No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	the 🗌 Yes	□No

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Inland	6
	Date:
ton, 14674	06/18/2009
	Inland ton, 14674

Division:

Chapter:

Page 1 of 2

INSTRUCTIONS: This document shall be number of the inspection in the Chapter I shall be routed to and its due date. This improvement, identified deficiencies, corr	Inspection docume	on number. Under "Forwal ent shall be utilized to docu	rd to:" enter the next ment innovative pra	actices, suggestions for statewide		
TYPE OF INSPECTION  ☐ Division Level ☐ Command Letter ☐ Executive Office Level	evel	Total hours expended inspection: Ten hours	on the	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Forwa	rd to: Inland Division				
☐ Yes ☐ No	Due D	ate: 07/24/2009				
Chapter Inspection: 6		L 类型 医抗型性衰竭				
Inspector's Comments Regard	ding Ir	novative Practices:				
None						
Command Suggestions for St	atewio	de Improvement:				
None.						
Inspector's Findings:						
All findings were within departr	mental	policies and proced	dures.			
Commander's Response: ⊠	Concu	ır or □ Do Not Cond	cur (Do Not Conc	cur shall document basis for response)		

Command:

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Morongo Basin	Inland	6
Inspected by:		Date:
Sergeant V. Flee	ton, 14674	06/18/2009

N/A

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	16. 11 -	6-23-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE,	DATE
	ily Fleston	06-18-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee  Concur  Do not concur	MYN	7/6/119
		1/1/01

#### STATE OF CALIFORNIA

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Arrowhead	Inland	865
EVALUATED BY		DATE
Sgt. Suarez		06/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation  Inf	ormal Evaluation	SUSPENSE DATE 07/20/2009			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	onders	7/13/09	+
1. AREA ADMINISTRATION		EVALUATED	No REQUIRED	CORRECTED	
a. Is there a clear line of sup-	ervision and accountability for the	Area's fleet manageme	ent?	✓ Yes	□No
(1) Is the Area commande	er involved and informed?			✓ Yes	□No
(a) Does he/she mor	nitor invoices?			✓ Yes	□No
(2) Who is authorized to a	approve invoices? Area Sergea	nts and Commander.			
b. What is the background ex	kperience of the Automotive Tech	nnician (AT)? 35 Year	s certified Master Mechani	c after 8 years	o <u>f</u>
apprenticeship.					
(1) Are sufficient instruction	ons and training provided?			✓ Yes	□ No
(2) Is he/she a qualified n	nechanic at journey person level	?		✓ Yes	□No
(3) Does he/she attend tr	aining on new model vehicles?			✓ Yes	□No
(4) Does the AT have go	od rapport with Area personnel a	nd vendors?		✓ Yes	□No
(5) Does the AT ensure v	rehicles are available at shift cha	nge?		✓ Yes	□No
(6) Does the AT periodica	ally attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ide	as/suggestions for improving the	program?		☐ Yes	☑ No
c. How much maintenance w	ork is being done by the AT? A	T performs all brake ch	anges, light bar repair, mir	nor repairs and	routine
service. AT does not per	form warranty or paint/body wor	·k.			
(1) Is he/she qualified to	perform maintenance and minor	repairs?		✓ Yes	□No
(a) If these duties are	e not being performed, why not?				
d. What other duties or respons	onsibilities are placed on the AT?	AT is also tasked w	ith entering monthly fuel u	sage, obtains e	estimates on
wrecked vehicles, the Are	ea inventory, extender inventory,	, assists with building i	maintenance and other duti	es as assigned	
2. VEHICLE USE		EVALUATED	ACTION REQUIRED No	CORRECTE	D
a. How many "E" Class vehic	rles are assigned to the Area?				

**FLEET MANAGEMENT** 

	(1)	) Is there an unmarked patrol vehicle assigned for the commander?	☑ Ye	s	□ No
	(2)	2) If the number of vehicles assigned is in excess of the formula, what justification has been made	ade? According to FC	S, tl	nere
		currently is no formula to calculate the ratio between officers and patrol vehicles in HPM 3	31.1. The formula discu	ssed	in HPM
		31.1, Chapter 1-9 is referring to Class "E" pool (extra or emergency) vehicles assigned to I	Division Offices (e-mail	atta	ched).
b.	Are	are there procedures in place to ensure there are sufficient vehicles available at the beginning o	of each shift?	s	□No
	(1)	) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Ye	s	□No
		(a) Is there a supply of tools and minor equipment available?	✓ Ye	es	□No
c.	Wh	What is the justification for any vehicle kept at employees homes after duty hours? Sergeants a	re required to be on-call	l and	l respond to
	ur	irgent/emergency incidents. Any unnecessary delay in response (responding to office for unit)	)could be detrimental to	life	and proper
d.	VVł	Who does the commander allow to ride in vehicles? Applicants and individuals meeting criteri	a set forth in General C	Orde	r 100.42.
	(1)	) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Ye	es	□No
		(a) Is the CHP 428 kept for the appropriate period of time?	√ Ye	es	□No
. SI	ERV	VICE ARRANGEMENTS EVALUATED X No	REQUIRED CORRE	CTED	
2	Wł	What vendors are being used for servicing or repairing vehicles? The local dealerships for ma	jor repairs and warranty	wo:	rk, and
a.					
—	rep	epairs relating to paint/body are done through the competitive bid process.			
a.	_	epairs relating to paint/body are done through the competitive bid process.  1) Are they authorized dealers?	<b></b> ✓ Ye	es	□No
a.	(1)			_	
a.	(1)	Are they authorized dealers?		_	
a.	(1)	Are they authorized dealers?  2) What process was used in selecting a service vendor? Warranty and major service items		_	
u	(1)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.		rship	
	(1)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00	s are competed by dealer	rshi <sub>l</sub>	os and pain
α. 	(1)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?	s are competed by dealer	es es	os and pain
٠	(1) (2) (3) (4)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	s are competed by dealer  ☑ Y  ☑ Y	es es	os and pain
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	s are competed by dealer  ☑ Y  ☑ Y  □ Y  courchases? ☑ Y	es es es	os and pain  ☐ No ☐ No ☐ No ☑ No
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provided availability has been a problem, has Area experimented with weekend maintenance?	or are competed by dealers of Y or Y	es es es es	No No No No
	(1) (2) (3) (4) (5) (6) If v	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provehicle availability has been a problem, has Area experimented with weekend maintenance?	or are competed by dealers of Y or Y	es es es es es	No No No No
	(1) (2) (3) (4) (5) (6) If v	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provided availability has been a problem, has Area experimented with weekend maintenance?  What percentage of the fleet is needed on weekends? The same as weekdays due to the 1.  Are there shortages of vehicles on Mondays?	ourchases? ✓ Y  2 hour AWW staffing le	es es es es es es	No No No No No No
	(1) (2) (3) (4) (5) (6) (6) (1) (2)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provehicle availability has been a problem, has Area experimented with weekend maintenance?  What percentage of the fleet is needed on weekends? The same as weekdays due to the 1.  Are there shortages of vehicles on Mondays?	ourchases? ✓ Y  2 hour AWW staffing I	es es es es es es es es es	No No No No No No No
b.	(1) (2) (3) (4) (5) (6) If v (1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provided availability has been a problem, has Area experimented with weekend maintenance?  What percentage of the fleet is needed on weekends? The same as weekdays due to the 1 Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled most effectively?	are competed by dealer  Y  Y  Ourchases?  Y  2 hour AWW staffing le	es es es es es evel: 'es	No No No No No No No No No
b.	(1) (2) (3) (4) (5) (6) If v (1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor? Warranty and major service items and body items are completed through the competitive bid process.  What are the hourly rates being charged? \$57.00-\$88.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making provided availability has been a problem, has Area experimented with weekend maintenance?  What percentage of the fleet is needed on weekends? The same as weekdays due to the 1 Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled most effectively?  (a) Is overtime needed for maximum enforcement periods?	are competed by dealer  Y  Y  Ourchases?  Y  2 hour AWW staffing le  Y  Y  Y	es es es es es evel: 'es 'es	os and pain  No

#### **FLEET MANAGEMENT**

	(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
	(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
	(3) Is there more than one car wash facility available?	✓ Yes	□No
	(4) Are vehicles being excessively washed or detailed?	☐ Yes	✓ No
	(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	☑ No
	(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	✓ No
d.	. How do officers report defective equipment? There is a "Defective Vehicle Report" log located next	to the vehicle key bo	ard that is
	utilized by employees. The A/T reviews it on a daily basis and makes all repairs in a timely manner t	o ensure availability.	
	(1) Who is authorized to declare a vehicle unsafe for patrol? Any employee who is authorized to op	erate departmental v	ehicles.
	(a) Who determines when a vehicle is safe after repair or checking of defects? A/T		
	(b) Does he/she sign off the report form and indicate what has been done?	Yes	✓ No
	(c) Is this system effective?	✓ Yes	□No
	(d) How long are records kept? The defective vehicle report is not kept. All repairs are noted in	each vehicle's servi	ce folder.
	(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
. M	IILEAGE MANAGEMENT  ACTION REQUIRE NO	CORRECTE	)
a.	Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
	(1) Are vehicles run out in the same order they are received?	✓ Yes	□No
	(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular interva	ls? ☑ Yes	□No
	(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
b.	(a) If not, can adjustments be made to accomplish this?  How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift	☐Yes	
b.		☐Yes	
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift	☐Yes	
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.	☐ Yes	djustment
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?	☐ Yes s until appropriate a ☑ Yes	djustment
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?	☐ Yes s until appropriate a  ☑ Yes ☑ Yes ☑ Yes ☑ Yes	djustment  No No
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes s until appropriate a  ☐ Yes ☐ ram. The senior off	djustment  No No No No
b.	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? The Area does utilize an assigned vehicle program?	☐ Yes s until appropriate a  ☐ Yes ☐ ram. The senior off	djustment  No No No No
	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? The Area does utilize an assigned vehicle program; priority and the vehicles are shared with an officer on an opposing shift. Due to insufficient	☐ Yes s until appropriate a  ☐ Yes ☐ tender off t vehicles assigned to	djustment  No No No cers are given the Area are
	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? The Area does utilize an assigned vehicle programity and the vehicles are shared with an officer on an opposing shift. Due to insufficient the 12 hour AWW, the Area does not show an issue with mileage averaging.	☐ Yes s until appropriate a  ☐ Yes ☐ tender off t vehicles assigned to	djustment  No No No cers are given the Area are
	How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shift target is reached.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? The Area does utilize an assigned vehicle program; priority and the vehicles are shared with an officer on an opposing shift. Due to insufficient the 12 hour AWW, the Area does not show an issue with mileage averaging.  How does the Area project run outs? The A/T prepares a CHP 57 that is sent out to FOS. Mileage in	☐ Yes s until appropriate a  ☐ Yes ☐ tender off t vehicles assigned to	djustment  No No No cers are given the Area are

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

(2) What has been the condition of vehicles returned t	to FOS? Operational with	new tires, brakes and light	bulbs in the lig	ht bar.
(3) Are the right equipment options completed?			✓ Yes	□No
. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED X	ACTION REQUIRED Yes	CORRECTED	
a. Is there adequate space and comfort in the AT office?	The state of the s		✓ Yes	□No
(1) Is the office arranged neatly, and are all bulletins a	and manuals current?		✓ Yes	□No
(2) Does the AT maintain a service and flat rate manu	ıal?		✓ Yes	□No
b. Is the space for working on vehicles adequate?			✓ Yes	□No
(1) Is it clean and organized?			✓ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.	.1, Fleet Operations Manua	l, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?			Yes	✓ No
(a) When was it last checked?			☐ Yes	□No
(2) Are the tools located where they can be easily acc	cessed by the AT when wo	rking on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?		7	✓ Yes	□No
(b) Is there security for the tools when the AT is r	not present?		✓ Yes	□No
(c) Who has access to the tools?			☐ Yes	☐ No
d. Does the AT have the equipment necessary to perform	n all required tasks?		✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
(1) Have replacements been planned and budgeted f	for?		☐ Yes	✓ No
f. Are there additional tools or items of equipment neede	d?		☐ Yes	☑ No
(1) Could the AT be more effective if they were availa	able?		☐ Yes	□No
(2) Can they and/or have they been requisitioned or r	requested?		☐ Yes	□No
. TIRES, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED No	CORRECTE	D
a. Is the space provided for parts and supplies adequate	?		✓ Yes	□No
(1) If not, can more space be provided?			☐ Yes	□No
(2) Is the space neatly and logically organized?			✓ Yes	□No
(3) Is there adequate security?			✓ Yes	□ No
(4) Who has access to the parts/supplies? The A/I	and uniformed supervisor	rs.		
(5) Are batteries stored in a dry location, off the ceme			✓ Yes	□ No
b. Are automotive parts and supplies inventoried and ma	aintained in Fleet Focus (Fl	F) as required?	✓ Yes	□No

#### **FLEET MANAGEMENT**

nr	1P 453F (Rev. 6-06) OPI 009				
C.	c. Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
d.	d. Does Area stock parts/supplies purchased by the Department,	and provide them to	the vendor for installation?	✓ Yes	□No
e.	e. Are adequate records maintained for tires, and are all tires accord	ounted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through Business Services Section?	h the Purchasing Se	ervices Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?		<del> </del>	✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?		***************************************	√ Yes	□No
	(a) How are tires stored? Tires are stored on tire racks	in a locked facility	or stacked within the locked	l garage.	
	(4) Is access to the tires restricted to the AT and his/her assist	ant or backup?		☐Yes	✓ No
	(5) Does Area provide motorcycle vendors with a stock of tires	s? N/A		☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?			☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	f. How are old tires/batteries disposed of? Tires are disposed o	f through the junk ti	ire disposal contract. Batter	ies are taken	by the
	vendor as cores.				
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to p	prospective bidders?	☐ Yes	☑ No
	(2) Are either tires or batteries being traded to offset installation	on costs?		☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract b	eing met?		✓ Yes	□No
g.	g. Are Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1) Are all containers (other that the original) containing hazar	dous materials prop	erly marked?	✓ Yes	□No
h.	h. Has the quarterly count of parts, tires, accessories and supplies	s been conducted?		✓ Yes	□No
_	(1) Who conducted the count? Sergeant K. Martin, #11775				
		- Le colonge	Lowers	Loopprove	
F	FUEL DISPENSING FACILITY	EVALUATED X	Yes	CORRECTE	o
	a. Normally, is all fuel used by departmental personnel dispensed command location?	I through the fuel fac	cility at the	✓ Yes	□No
a.					attampt
a.	(1) What procedures have been established for purchasing fu	el from service station	ons in emergencies? Office	ers will first	attempt

#### FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b,	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	√ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Uniformed employees, A/T and Area's maintenance worker.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	☑ No
	(1) Are pump meters and the storage tank properly safeguarded?	Yes	☐ No
	(2) Who has access to the keys to lock the meters and the storage tank? A/T.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? There is a fuel/oil log at the pump that is used to log fuel and oil used in individual vehicles?	ıtilized to r	ecord the
	amount of fuel dispensed, which is reviewed and replaced daily by the A/T.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? A/T reviews CHP 33s on all cars are	id compare	s them to th
	daily fuel log. This usually addresses any discrepancies.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? Area could not locate most current accuracy checked	k. Pump#	2 is current
	out of service due to the meter not working properly. Area is waiting for repair approval from Facilities S	Section.	
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? On average, every three months.		
	(2) At what level is it refilled? When the storage tank measures under 1000 (one thousand) gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Combination locks.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

#### **FLEET MANAGEMENT**

. SAF	ETY	EVALUATED	ACTION REQUIRED No	CORRECTED	
a.	Does the Area conduct an inspection of the facility twice eac	h year to detect safe	ty hazards?	✓ Yes	□No
(	1) Are the AT's work areas inspected?			✓ Yes	□No
b. ,	Are there possible unsafe conditions within the AT's work are	eas?		Yes	✓ No
. (	1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
(	(3) Are fire extinguishers charged, inspected and of the pro	per type?		✓ Yes	□No
(	4) Are any batteries leaking or stored improperly?			Yes	✓ No
(	(5) Are there loose items on the floor?			☐Yes	☑ No
(	(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		✓ Yes	□No
	(a) Are they worn by the AT?			Yes	□No
(	(7) Is the battery charger in a safe place?			✓ Yes	□No
(	(8) Are masks available for AT's to wear when servicing br	akes?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
(	(9) Are jack stands properly utilized?			✓ Yes	□No
C.	What is the Area occupational safety record as it relates to f	fleet management?	SEE EXCEPTIONS	5 DOCUME	NT
(	(1) Have any injuries been prevented with an improved saf	fety awareness prog	am?	☐ Yes	□No
VE	HICLE RECORDS AND MAINTENANCE	EVALUATED	No ACTION REQUIRED	CORRECTE	)
a.	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT a	and supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they locate	ed?			
b.	Do the Fleet Focus (FF) documents comply with the instruc	ctions in HPM 31.1, F	leet Operations Manual?	√ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Fleet supervisor.				
	(3) How is the information used in Area's fleet administrati	on? It is used to me	onitor vehicle maintenance,	vehicle mileag	e, and to
	compare inventory of parts to what is documented in l	Fleet Focus.			
C.	Is the CHP 424 current?			✓ Yes	□No
(	(1) Does the CHP 424 reveal any unusual repair patterns	or duplicate services	?	☐ Yes	☑ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FLEET MANAGEMENT**

_					
	(2) Have required services been done at the proper mil	leage?		√ Yes	□No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?					□No
(1) Are hourly rates in line with prevailing rates?					□No
	(2) Does the AT refer to manuals for invoice cost inform	nation?		✓ Yes	□No
	(3) Is work being done by vendors that should be done	by the AT?		☐ Yes	✓ No
	(4) Are there any warranty problems?			☐ Yes	✓ No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
	(6) Does the commander or his/her designee review ar	nd/or approve invoices?		✓ Yes	☐ No
	(a) If so, is there a threshold limit, and how is the a	pproval indicated on the inv	oice? Thresholds are base	d on remainin	ng service
	miles of vehicle versus repair costs.				
e.	Do invoices indicate parts are being supplied by the CH	IP?		✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a disc	count?		✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible	to the AT?		✓ Yes	□No
).	CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED No	CORRECTED	)
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a gu		or problems identified?	☐ Yes	✓ No
	(1) Have any unauthorized modifications been made o	on vehicles?		☐ Yes	☑ No
1.	MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED N/A	)
a	✓s the Area commander involved and kept informed of n	THE PART OF THE PA		☐Yes	□No
	(1) Are the program objectives clearly understood by the			☐Yes	□No
	(2) Does the Area have an up-to-date SOP relating to	motorcycle operations?		☐ Yes	□No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?				☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?				☐ Yes	□No
(2) Are motorcycles used for special duty officer transportation?			Yes	☐ No	
	(3) Are motorcycles parked at the Area office during vacations and extended days off?				☐ No
	(3) Are motorcycles parked at the Area office during va	acations and extended days	S Oπ?	☐ Yes	
C.	(3) Are motorcycles parked at the Area office during value Are Fleet Operations Bulletins pertaining to motorcycles		S ΟΠ?	☐ Yes	□No
C.		s filed together?	s οπ?		□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles	s filed together?	S OTT?		□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles	s filed together?	S OIT?		□ No

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	( · · · · · · · · · · · · · · · · · · ·		
(1)	Is there a Defensive Rider Program?	Yes	□No
(R)	Is there a sufficient number of CMTOs?	Yes	□No
(3)	What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
	(a) Are mandatory exercises being conducted?	Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Ar	e emergency radio repairs made at the office or at the radio shop?		
(1)	Are the arrangements satisfactory?	☐Yes	□No
(2)	Is the repair person proficient?	☐Yes	□No
(3)	Is service available on weekends?	☐Yes	□No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
(6)	Are any repairs being done by riders?	☐Yes	□No
(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is	there adequate space to park and/or store motorcycles?	☐ Yes	□No
(1)	Is safety compromised?	Yes	□No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☐ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	☐ No
	(a) Has it been inspected and approved?	☐Yes	□ No
	(b) Are records of the approval on file?	☐ Yes	□No
	as the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
(2)	Is there ample supply available?	☐ Yes	□No
` '			
	Are spare tires available?	☐ Yes	No

#### FLEET MANAGEMENT

(5	5)	Is there security and an accurate inventory kept?	☐Yes	□No
N	√hat	arrangements have been made for servicing and repairing motorcycles?		
	1			
(*	1)	Is it satisfactory and cost effective?	☐ Yes	□No
(2	2)	Does the maintenance program minimize officer and vehicle down time?	□Yes	□No
(:	3)	How is repair work verified?		
(4	4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	☐ No
(!	5)	If not ridden, how are motorcycles cansported to vendors for repairs?		
(6	6)	Does the Area have a motorcycle trailer?	☐ Yes	☐ No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□No
j. A	re v	vehicle files logically kept and up-to-date?	☐ Yes	□No
(	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
(:	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	☐ No
(	(3)	Is service up-do-date?	☐ Yes	□No
		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	☐ Yes	□No
(	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
(	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
I. U	Jtiliz Area	ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No
efer to	o Ez	xceptions Document (attached).		

Page 1 of 4

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Arrowhead	Inland	6
Inspected by: Sgt. S. Suare:	z #14652	Date: 06/25/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION  Division Level Command L  Executive Office Level	evel	Total hours expended on the inspection:	<ul><li>✓ Corrective Action Plan Included</li><li>✓ Attachments Included</li></ul>
Follow-up Required:	Forwa	rd to: Inland Division	
⊠ Yes □ No	Due D	ate: 07/20/2009	
Chapter Inspection:		Commence of the Apparent of the Commence of th	
Inspector's Comments Regar	dina li	novative Practices:	

CHP form 453F should be reviewed and revised. There are some questions that prompt you to answer with "Yes" or "No" that require a more detailed response other than "Yes" or "No." Also, Section 2, question 2, asks if the number of vehicles assigned is in excess of the "formula." There currently is no formula to calculate the ratio between officers and patrol vehicles in HPM 31.1. According to Fleet Operations Section, the formula discussed in HPM 31.1, Chapter 1-9 is referring to Class "E" pool (extra or emergency) vehicles assigned to Division Offices. Refer to attached e-mail from Fleet Operation Section.

Command Suggestions for Statewide Improvement:
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# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 4

Command:	Division:	Chapter:
Arrowhead	Inland	6
Inspected by: Sgt. S. Suare.	z #14652	Date: 06/25/2009

Insi	pecto	r's F	indi	nas
	0000	,, .		

The overall condition of the fleet was found to be in very good condition. The Area has an A/T who is very well organized and experienced. The service area (garage) is clean, organized and free of loose items on the floor. Only minor corrections are needed to the Area's fleet management program, which require approval from Facilities Section.

The following are responses to questions requiring more than just a "Yes" or "No" response:

Section 3 question a(5); The Area does not constantly change vendors as it has a well established, long-term relationship with the current vendors, which offer the most cost effective means.

Section 3 question d(1)(b); The A/T does not sign off the defective vehicle report form after repairs are done. The repairs are recorded in the vehicle's file and the vehicle is placed back in service only after such repairs have been completed and the vehicle is declared safe to operate by the A/T. Area should retain defective vehicle reports within the vehicle' file, for a specified retention period, after the A/T has repaired and signed off the correction. This would allow for verification of repairs and a more detailed service history for the fleet. The vehicle defect report was revised and the practice of retaining the forms in the vehicle's file was implemented.

Section 5 question c; The Area has all tools as listed in HPM 31.1, with the exception of a steam cleaner and a heat gun. The A/T has related that a steam cleaner is currently not needed and he uses his personal heat gun when needed. Due to the current budget restraints, these items will not be requisitioned. The Area will consider budgeting for these items in the future.

Section 5 question c(1); The A/T has related that an inventory of the tools had not taken place prior to this inspection in approximately two years. The Area could not produce any documentation of the previous inventory of tools. A detailed inventory of tools was conducted by Sgt. Suarez and the maintenance worker.

Section 5 question c(2)(c); Access to tools is restricted to the A/T and uniformed supervisors. There are a limited number of "basic tools" available to uniformed personnel so that minor repairs may be made.

Section 6 question c(1); The A/T does have a few obsolete parts on hand, which will be sent to FOS. The list of parts is attached for follow up verification that the parts have been sent to FOS.

Section 6 question e(4); Access to tires is not restricted to the A/T. Tires are accessible by uniformed personnel in the event a unit needs a tire replaced outside of the A/T's working hours. The tire change is documented and the A/T deducts it from the tire inventory.

### COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Page 3 of 4

Command:	Division:	Chapter:
Arrowhead	Inland	6
Inspected by: Sgt. S. Suarez	#14652	Date: 06/25/2009

Section 7 question g (1); The last date of the accuracy check for the pump check is unknown and has been requested through Facilities Section. Pump #2 is currently out of service as the tenths section of the meter is not working and waiting approval from Facilities Section for repair. Pump #1 is fully functional and utilized.

Section 8 question c; Area exceeded its occupational safety goal in 2008 as it pertains to fleet management. To address this issue, the Area conducted a defensive driving course, which took place within the Snow Valley parking lot during the second quarter.

Section 11 does not apply to the Area since there are no motorcycles assigned to this area.

	_
Commander's Response: 🖟 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response)	
RL Sander	
a L Janan	
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,	
etc.)	

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 4 of 4

ivision:	Chapter:
nland	6
14652	Date: 06/25/2009
	nland

:	
Required Action	
Corrective Action Plan/Timeline	

**Section 3.** The A/T does not sign off the defective vehicle report form after repairs are done. The repairs are recorded in the vehicle's file and the vehicle is placed back in service only after such repairs have been completed and the vehicle is declared safe to operate by the A/T.

Corrective action taken: Although the repairs are documented in the vehicle's file, the Area should retain defective vehicle reports within the vehicle' file, for a specified retention period, after the A/T has repaired and signed off the correction. This would allow for verification of repairs and a more detailed service history for the fleet. The vehicle defect report was revised and will be placed in the vehicle's file after repairs are made.

**Section 5**. The Area could not produce any documentation of the previous inventory of tools. The A/T has related that an inventory of the tools has not taken place in approximately two years prior to this inspection.

**Corrective action taken:** A detailed inventory of all tools as listed in MPH 31.1 and hand tools was conducted by Sgt. Suarez and the Area's maintenance worker.

**Section 7**. The last date of the accuracy check on the fuel pump is unknown and has been requested through Facilities Section. Pump #2 is currently out of service as the tenths section of the meter is not working and waiting approval from Facilities Section for repair. Facilities Section advised that the Area will be required to request an accuracy check from Caltrans or the County's weights and measurements division once the pump is repaired. Pump #1 is fully functional and utilized. There is a minor glitch with the tenths on the meter, which repair has been requested.

**Corrective action:** The Area is currently waiting for approval for repair of the pumps. Once the pumps are repaired, the Area will need to have the pumps certified for accuracy.

	Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE 12 FG
L	(See HPM 9.1, Chapter 8 for appeal procedures.)	tandung	7-15-01
l		INSPECTOR'S SIGNATURE	DATE
	Sgt. Sal Suarez, #14652	12/1	07/12/2009
Γ	Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
ı	employee	XI	
l	Concur Do not concur	110-4	7/16/07
_			

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Bernardino	Inland	860
EVALUATED BY		DATE
Lt. Denise Hasan		10/08/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE			
	ormal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No	☐ Correction Report	COMMANDER'S REVIEW	Pat	10/13/20	
1. AREA ADMINISTRATION		Yes Yes	ACTION REQUIRED NO	CORRECTE	)
a. Is there a clear line of supe	rvision and accountability for the	Area's fleet manageme	nt?	✓ Yes	□No
(1) Is the Area commande	r involved and informed?			✓ Yes	□No
(a) Does he/she moni	tor invoices?			☐Yes	☑ No
(2) Who is authorized to a	pprove invoices? For motorcyc	le invoices, they are fir	st reviewed by the motorc	ycle sergeant	for
accuracy. The fleet is	reviewed by the AT's first. The	invoices are then sent to	o the Lt. assigned over fle	et for approva	ıl.
b. What is the background exp	perience of the Automotive Techr	nician (AT)? The AT's	are certified mechanics ar	nd have	
completed and maintain the	eir status with all available traini	ng through the Departm	ent.		
(1) Are sufficient instructio	ns and training provided?			✓ Yes	□No
(2) Is he/she a qualified me	echanic at journey person level?			✓ Yes	□No
(3) Does he/she attend tra	ining on new model vehicles?			✓ Yes	□No
(4) Does the AT have good	d rapport with Area personnel an	d vendors?		✓ Yes	□No
(5) Does the AT ensure ve	hicles are available at shift chan	ge?		✓ Yes	□No
(6) Does the AT periodical	ly attend staff meetings?			Yes	☑ No
(7) Does the AT have idea	s/suggestions for improving the p	orogram?		✓ Yes	□No
c. How much maintenance wo	ork is being done by the AT? The	e necessary and approve	d work authorized by the	Department.	
(1) Is he/she qualified to pe	erform maintenance and minor re	unaira?			
	not being performed, why not?			✓ Yes	□ No
(a) Il tilese duties ale	not being performed, why hot?	Against policy			
d. What other duties or respon	sibilities are placed on the AT?	Assisting the maintena	ince worker as needed		
2. VEHICLE USE		EVALUATED Yes	ACTION REQUIRED	CORRECTED	)
a. How many "E" Class vehicle	es are assigned to the Area? 22	100	1100		

#### **FLEET MANAGEMENT**

	(1)	How are interiors cleaned? Vendor comes to Area Office	to clean and vacu	um vehicles and officers can	utilize local	car wash
C.	Are	provisions adequate to ensure regular washing of vehicles?			✓ Yes	□No
		(a) Is overtime needed for maximum enforcement periods	?		☐Yes	☑ No
	(3)	If more than one AT, are their hours/days scheduled most e	effectively?		✓ Yes	□No
	(2)	Are there shortages of vehicles on Mondays?			□Yes	☑ No
	(1)	What percentage of the fleet is needed on weekends? 33%	, D			
b.	If v	rehicle availability has been a problem, has Area experimente	ed with weekend m	aintenance?	☐Yes	☑ No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Mana	gement Manual, w	hen making purchases?	✓ Yes	□ No
	(5)	Does the Area constantly change vendors, or work out problems. long-term relationships?	olems in order to m	aintain good	✓ Yes	□No
	(4)	Has the command shopped for the most cost effective vend	dors?		✓ Yes	□No
		(a) Are discounts given on parts?			✓ Yes	□No
	(3)	What are the hourly rates being charged? \$57.50				
	(2)	What process was used in selecting a service vendor? Ba	ased on hourly rate	charged		
	(1)	Are they authorized dealers?			✓ Yes	□No
а.	VVł	nat vendors are being used for servicing or repairing vehicles	? Redlands Ford,	Highland Shell, ATS Trans	mission	
0 500		ICE ARRANGEMENTS	Yes	No No	CORRECTED	2
		(a) Is the CHP 428 kept for the appropriate period of time?		1	✓ Yes	□No
	(1)	Do supervisors use the CHP 428, Release and Waiver of L	iability?		✓ Yes	□No
d.	Wł	no does the commander allow to ride in vehicles? Only those	e permitted per De	partment policy.		
С.	VVI	nat is the justification for any vehicle kept at employees home	s after duty hours?	P N/A		
		(a) Is there a supply of tools and minor equipment available	le?		✓ Yes	□ No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles	on the road?	✓ Yes	□No
b.	Are	e there procedures in place to ensure there are sufficient veh	icles available at th	ne beginning of each shift?	✓ Yes	□No
		·				
	(2)	If the number of vehicles assigned is in excess of the formu	ıla, what justificatio	n has been made? N/A		

#### **FLEET MANAGEMENT**

	(2)	Is the Area's vehicle washing procedure practical and ed	conomical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			□Yes	☑ No
	(3)	Is there more than one car wash facility available?			√ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			Yes	☑ No
	(5)	Does the Area have a maintenance worker or janitor wa	ash cars?		☐Yes	☑ No
	(6)	Is there any other program that can be of assistance in	washing cars?		□Yes	☑ No
d	l. Ho	w do officers report defective equipment? Complete Ar	ea form located on cl	ip board which is reviewed by	Auto Tech	's several
	tin	es throughout the day.				
	(1)	Who is authorized to declare a vehicle unsafe for patrol	? Officer, Sergeant	and/or AT		
		(a) Who determines when a vehicle is safe after repair	or checking of defect	s? AT		
		(b) Does he/she sign off the report form and indicate w	hat has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? 5 years, longer for veh	hicles involved in an	accident		
		(e) Is there a system in place to check vehicles for defe	ects after high speed	pursuits?	✓ Yes	□No
4. N	IILEA	GE MANAGEMENT	Yes	No ACTION REQUIRED	CORRECTE	0
а	. Do	es Area have a system to ensure equitable mileage accur	mulation on all vehicle	es?	✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received	1?		✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so	that vehicles are run	out at regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?	?		Yes	□No
b	. Ho	v are adjustments to mileage accomplished? Vehicle m	nileages are reviewed	every other month and rotated	d between tl	he pool and
	ass	igned vehicle program to manage total mileage of fleet.				
	(1)	Do field supervisors and officers understand their respon	nsibility in vehicle ass	ignments?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment	t" program?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging? Ensur	res vehicle mileage is	maintained properly and efficient	ciently.	
C.	Hov	does the Area project run outs? Review of monthly v	ehicle mileage			
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

#### **FLEET MANAGEMENT**

OHE	+001	(Nev. 0-00) OFI 009				
	(2)	What has been the condition of vehicles returned to FOS?	Very good.			
	(3)	Are the right equipment options completed?			✓ Yes	□No
5. A	UTC	MOTIVE WORK AREA/EQUIPMENT	Yes	No REQUIRED	CORRECTED	):
а	. Is	there adequate space and comfort in the AT office?			✓ Yes	□No
	(1)	Is the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	□No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is	the space for working on vehicles adequate?			√ Yes	□No
	(1)	Is it clean and organized?			✓ Yes	□No
C.	Do	pes the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, Chap	ter 6?	✓ Yes	□No
	(1) Is there an inventory?					□No
		(a) When was it last checked?			✓ Yes	□No
	(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?				✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
	(b) Is there security for the tools when the AT is not present?				✓ Yes	□No
		(c) Who has access to the tools?			✓ Yes	□No
d.	. Do	es the AT have the equipment necessary to perform all require	ed tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			☐Yes	□No
е.	ls	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are	there additional tools or items of equipment needed?			☐Yes	☑ No
	(1)	Could the AT be more effective if they were available?			☐Yes	□No
	(2)	Can they and/or have they been requisitioned or requested?			Yes	□No
6. T	IRES	S, PARTS AND SUPPLIES	Yes Yes	No REQUIRED	CORRECTED	)
a.	ls	the space provided for parts and supplies adequate?		1	✓ Yes	□No
	(1)	If not, can more space be provided?			☐Yes	□No
	(2)	Is the space neatly and logically organized?			✓ Yes	□ No
	(3)	Is there adequate security?			✓ Yes	□ No
	(4)	Who has access to the parts/supplies? AT and sergeants				
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	e automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as req	uired?	✓ Yes	□No

#### **FLEET MANAGEMENT**

CI IF	433F (Rev. 6-06) OFI 009			
c.	c. Are reasonable numbers of parts/supplies stocked?		✓ Yes	□No
	(1) Are there obsolete parts on hand?		✓ Yes	□No
d.	d. Does Area stock parts/supplies purchased by the Department, and provide the	m to the vendor for installation?	✓ Yes	□No
e.	e. Are adequate records maintained for tires, and are all tires accounted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasin Business Services Section?	g Services Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?		✓ Yes	□No
	(a) Are records reviewed by management?		✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?		✓ Yes	□No
	(a) How are tires stored? Locked storage bay in addition to chains wi	th locks on each individual tire		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?		✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?		☐ Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?		☐Yes	✓ No
	(7) Are adequate records maintained for used tires?		✓ Yes	□No
	(a) Is the disposition of used tires within policy?		✓ Yes	□No
f.	. How are old tires/batteries disposed of? Tires through bid process, batteries	are disposed of by vendor.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent	to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?		☐Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being met?		✓ Yes	□No
g.	. Are Material Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials	properly marked?	✓ Yes	□ No
h.	. Has the quarterly count of parts, tires, accessories and supplies been conducte	ed?	✓ Yes	□No
	(1) Who conducted the count? Area Sergeant			
, 51	FUEL DISPENSING FACILITY	ACTION REQUIRED	CORRECTED	D
. г.	Yes	No		
а.	Normally, is all fuel used by departmental personnel dispensed through the fue command location?	el facility at the	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service s	stations in emergencies? Use of	voyager fu	ael card when
	vehicle does not have enough fuel to return to Area Office due to extenua	ting circumstances.		
	(a) Is self-service or full-service used? Self-service			

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(**************************************		
	(2) Is there a written policy, and is it complied with?	□Yes	☑ No
b	. Is the fuel island clean and neat?	✓ Yes	□ No
2.	(1) Does it need repair or painting?	✓ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d	Who fuels the vehicles? Officers		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Officers, sergeants and AT's		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? CHP 33, Fleet Focus		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Vendor Reader Program		
g	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Once a month		
	(2) At what level is it refilled? Below half		
i.	How does the Area secure the fuel pumps when they are not in use? Use of locks		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No
,			

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **AREA MANAGEMENT EVALUATION**

#### **FLEET MANAGEMENT**

8. SAFETY	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Does the Area conduct an inspection of the facility twice ear	ch year to detect safet	y hazards?	✓ Yes	□No
(1) Are the AT's work areas inspected?			✓ Yes	□No
b. Are there possible unsafe conditions within the AT's work at	reas?		□Yes	☑ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the pro-	oper type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐Yes	☑ No
(5) Are there loose items on the floor?			☐ Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		✓ Yes	□No
(a) Are they worn by the AT?			✓ Yes	□No
(7) Is the battery charger in a safe place?			✓ Yes	□No
(8) Are masks available for AT's to wear when servicing br	akes?		✓ Yes	□No
(a) If yes, are they worn?			✓ Yes	□No
(9) Are jack stands properly utilized?			✓ Yes	□No
c. What is the Area occupational safety record as it relates to t	fleet management? \	ery good		
(1) Have any injuries been prevented with an improved saf			✓ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	Yes	No No	CORRECTED	<u>,                                    </u>
a. Are fleet records logically filed?			✓ Yes	□No
(1) Are they conveniently located and available to the AT a	ınd supervisor?			□No
(2) Do files contain all required documents?			✓ Yes	□No
(a) If documents are not in files, where are they locate	d? N/A			
b. Do the Fleet Focus (FF) documents comply with the instruc-	tions in HPM 31.1, Fle	et Operations Manual?	✓ Yes	□No
(1) Are documents legible and complete?			✓ Yes	□No
(2) Who reviews the FF reports? Area management				
(3) How is the information used in Area's fleet administration	on? Vehicle mileage	management		
c. Is the CHP 424 current?			✓Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns of	or duplicate services?		☐Yes	☑ No

STATE OF CALIFORNIA

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

✓ Yes	□No
☑ Yes	□No
✓ Yes	□No
✓ Yes	□No
☐ Yes	☑ No
☐Yes	✓ No
☐Yes	□No
□Yes	✓ No
√ Yes	□No
Mangement	
✓ Yes	□No
☐Yes	□No
✓ Yes	□No
CORRECTED	
✓ Yes	□No
☐Yes	✓ No
CORRECTED	
✓ Yes	□No
☐Yes	✓ No
✓ Yes	□No
✓ Yes	□No
at briefings	and with
✓ Yes	□No
g Days and	Quarterly
	<ul> <li>✓ Yes</li> <li>✓ Yes</li> <li>✓ Yes</li> <li>─ Yes</li> <li< td=""></li<></ul>

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

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	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? There has been one preventable collision since June 15, 2006.		
		(a) How does it compare with Division and statewide rates? Area is within projected state-wide goals.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop? At the Area Office		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	☑ No
	(6)	Are any repairs being done by riders?	☐Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	☑ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls tl	here adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	□Yes	✓ No
	(4)	Is a battery charger available?	✓ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles? Area uses only predesignated BM	(W authori	zed
dealerships for services and warranty repairs. Area utilizes several pre-authorized dealerships for emergency ti	re repairs c	only.
(1) Is it satisfactory and cost effective?	✓ Yes	□No
(2) Does the maintenance program minimize officer and vehicle down time?	☐Yes	✓ No
(3) How is repair work verified? By Motorcycle Sergeant and officers		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
(a) Is a supervisor's permission required?	✓ Yes	□No
(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Use of Department trailer		
(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
(a) How often is it used? As necessary		
(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j. Are vehicle files logically kept and up-to-date?	✓ Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	☑ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
(3) Is service up-do-date?	✓ Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Ρ	a	q	е	1	of	2

Command: 860	Division: Inland	Chapter:
Inspected by:		Date:
Lt. Denise F	lasan	10-08-2009

	Inspection docume	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the nex cument innovative pra				
TYPE OF INSPECTION  ☐ Division Level ☐ Corrective Action Plan Included inspection:  ☐ □ Corrective Action Plan Included inspection:							
☐ Executive Office Level		Four hours		Attachments Included			
Follow-up Required:	Forwa	rd to:					
☐ Yes	Due D	ate:					
Chapter Inspection:							
Inspector's Comments Regar	ding Ir	nnovative Practices					
None.							
Command Suggestions for St	atewic	de Improvement:					
None.	atewic	de improvement.					
Inspector's Findings:							
No items of discrepancies	note	d.					
Commander's Response: ⊠	Concu	ır or 🗌 Do Not Cor	ncur (Do Not Cond	cur shall document basis for response)			

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
860	Inland	6
Inspected by:	*	Date:
Lt. Denise H	asan	10-08-2009

<b>*</b> 12-74	
Required Action	
Corrective Action Dian/Timeline	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE 10/13/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	MEIRE	10/12/1
	INSPECTOR'S SIGNATURE	DATE
	76) Mein A	10/13/09
Reviewer discussed this report with	REVIÉWER'S SIGNATURE	DATE
employee	herb	10/19/100
☐ Concur ☐ Do not concur		10,11,109

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Rancho Cucamonga	Inland	
EVALUATED BY		DATE
Sergeant G. Burson, #	10491	10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation Informal Evaluation	SUSPENSE DATE	1		
FOLLOW-UP REQUIRED  Correction Report  Yes No	COMMANDERS REAL	Dilyes	DATE	7-09
1. AREA ADMINISTRATION	G. Burson	ACTION REQUIRED No	CORRECTE	0
a. Is there a clear line of supervision and accountability for the A	∖rea's fleet managem	ent?	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? Lieutenant M.	Roe primarily appro	ves vehicle invoices. Serges	ant G. Burso	n primarily
approves motorcycle invoices. If unavailable, any super	rvisor or manager car	approve vehicle or motorc	yele invoices	i.
b. What is the background experience of the Automotive Techni	ician (AT)? Our two	(2) Automotive Technician	s each have	been in their
current capacity with the State for nearly 15 years.				
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and	vendors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change	e?		✓ Yes	□No
(6) Does the AT periodically attend staff meetings?			Yes	✓ No
(7) Does the AT have ideas/suggestions for improving the pr	rogram?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? Appr	roximately 90% of v	ehicle maintenance is done l	by the AT. C	Only complex,
heavy repairs, and warranty repairs are done at a repair facili	ity.			
(1) Is he/she qualified to perform maintenance and minor rep	pairs?		✓ Yes	□No
(a) If these duties are not being performed, why not?	Some repairs such as	axles, drive shafts, air cond	litioning are	prohibited by
the state to be completed by the AT.				
d. What other duties or responsibilities are placed on the AT?	The AT also maintai	ns daily/monthly mileage re	ports, daily/	monthly fuel
usage reports, requisition of parts and supplies, scheduling so	ervices.			
2. VEHICLE USE	G. Burson	ACTION REQUIRED None	CORRECTE	D
a. How many "E" Class vehicles are assigned to the Area? 23 (	Includes a K9 Vehicl	e and the Captain's Vehicle	)	

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(1) Is there an unmarked patrol vehicle assigned for the con	nmander?		✓ Yes	□ No
	(2) If the number of vehicles assigned is in excess of the for	mula, what justification	has been made? The ve	hicles assign	ed to the
	Area are not in excess of the formula. The Area is curr	rently five vehicle unde	er what the formula justifie	s.	
ren					
b.	Are there procedures in place to ensure there are sufficient v	ehicles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in orde	er to keep the vehicles o	n the road?	✓ Yes	□ No
	(a) Is there a supply of tools and minor equipment avail	lable?		✓ Yes	□No
C.	What is the justification for any vehicle kept at employees ho	mes after duty hours?	The Captain's vehicle is k	ept at his hor	ne after di
	hours. There are no other vehicles kept at employees homes	s after duty hours.			
d.	Who does the commander allow to ride in vehicles? The co	mmander's guidelines a	are concurrent with GO 100	0.42 (Ride-A	longs)
	(1) Do supervisors use the CHP 428, Release and Waiver of	of Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of tin	me?		✓ Yes	□ No
SI	ERVICE ARRANGEMENTS	EVALUATED G. Burson	ACTION REQUIRED None	CORRECTED	)
а.	What vendors are being used for servicing or repairing vehic		own Victoria), Rotolo Che	erverlot (GM	C), Moss
_	- 1 (2 1 1 1 2 2 2 2				
	Brothers (Dodge), A & R Tires.				
	Brothers (Dodge), A & R Tires.  (1) Are they authorized dealers?			✓ Yes	□No
		The process used in so	election a service vendor w		
-	(1) Are they authorized dealers?			as proximity	to Area
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li></ul>			as proximity	to Area
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li><li>office. Ontario Dodge is closer to the Area but they wo</li></ul>			as proximity	to Area
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? office. Ontario Dodge is closer to the Area but they wo </li> <li>(3) What are the hourly rates being charged? \$90.00</li> </ul>	uld not accept the Area		as proximity	to Area
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?  office. Ontario Dodge is closer to the Area but they wo</li> <li>(3) What are the hourly rates being charged? \$90.00  (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective ventors.</li> <li>(5) Does the Area constantly change vendors, or work out parts?</li> </ul>	uld not accept the Area	's method of payment. Mo	vas proximity ss Brothers v ☐ Yes ☑ Yes	to Area vas selecte  ✓ No  □ No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?  office. Ontario Dodge is closer to the Area but they wo</li> <li>(3) What are the hourly rates being charged? \$90.00  (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors.</li> <li>(5) Does the Area constantly change vendors, or work out plong-term relationships?</li> </ul>	uld not accept the Area endors?	's method of payment. Mo:	vas proximity ss Brothers v ☐ Yes ☑ Yes ☑ Yes ☑ Yes	to Area vas selecte  No No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? office. Ontario Dodge is closer to the Area but they wo</li> <li>(3) What are the hourly rates being charged? \$90.00 (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors.</li> <li>(5) Does the Area constantly change vendors, or work out plong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials</li> </ul>	endors? problems in order to ma	's method of payment. Mos intain good en making purchases?	vas proximity ss Brothers v  ☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	to Area vas selecte  No  No
b.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? office. Ontario Dodge is closer to the Area but they work.</li> <li>(3) What are the hourly rates being charged? \$90.00 (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vents.</li> <li>(5) Does the Area constantly change vendors, or work out plong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials Materials and the problem of the problem.</li> <li>If vehicle availability has been a problem, has Area experiments.</li> </ul>	endors?  problems in order to ma  anagement Manual, wheen	's method of payment. Mos intain good en making purchases? intenance?	vas proximity ss Brothers v  ☐ Yes	to Area vas selecte  No No
b.	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?         office. Ontario Dodge is closer to the Area but they work.</li> <li>(3) What are the hourly rates being charged? \$90.00         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versions. One of the Area constantly change vendors, or work out plong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the Mat</li></ol>	endors?  problems in order to ma  anagement Manual, wheen	's method of payment. Mos intain good en making purchases? intenance?	ras proximity ss Brothers v  ☐ Yes ☐ Hesekends.	to Area vas selecte  No No No No
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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(2)	ls t	he Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			Yes	✓ No
	(3)	ls t	here more than one car wash facility available?			✓ Yes	□No
	(4)	Are	e vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5)	Do	es the Area have a maintenance worker or janitor wash c	ars?		☐ Yes	☑ No
	(6)	Is t	here any other program that can be of assistance in wash	ning cars?		✓ Yes	□No
d.	Но	w do	officers report defective equipment? Officers report de	fective equipment by co	mpleting a vehicle repa	ir sheet loo	ated adjacent
	to	the v	rehicle keys on the vehicle sign out board.				
	(1)	Wh	o is authorized to declare a vehicle unsafe for patrol?	Both officers and the AT	are authorized to declar	e a vehicle	e unsafe for
		pat	crol,				
		(a)	Who determines when a vehicle is safe after repair or cl	necking of defects? The	AT determines when a	vehicle is s	safe.
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? The records are kept for 3	years.			
		(e)	Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. M	ILEA	GE I	MANAGEMENT	G. Burson	ACTION REQUIRED None	CORRECTED	
а.	Do	es Ar	rea have a system to ensure equitable mileage accumula			✓ Yes	□No
	(1)	Are	vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is th	here an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Ho	v are	e adjustments to mileage accomplished? The AT accom	nplish adjustments to mi	leage by notifying the s	ipervisor o	of mileage
	def	icien	ncies. The supervisor will then ensure the low mileage ve	ehicle is driven on every	shift.		
	(1)	Do	field supervisors and officers understand their responsibi	lity in vehicle assignmen	ts?	✓ Yes	□No
	(2)	Doe	es the AT understand what is required?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment" pro	ogram?		☐ Yes	☑ No
		(a)	If so, how does it effect mileage averaging?				
C.	Hov	v doe	es the Area project run outs? The Area projects run-out	s based upon closely mo	onitoring the fleet's mile	eage, and a	nticipating
	run	-out	dates. Fleet Operations Section is notified 30-45 days in	advance, and vehicles	are returned with all saf	ety feature	s in good
	cor	ditio	on.				
	(1)	ls F	OS provided 30-45 days advance notice?			✓ Yes	□No

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

		. (, 10 :					
	(2	2) Wh	nat has been the condition of vehicles returned to FOS?	The condition of v	ehicles returned to FO	S are in good con	dition with
		all	safety features in good condition. A 100K service is con-	npleted on the veh	icle.		
	(;	3) Are	e the right equipment options completed?				□No
5. <i>A</i>	UT	томот	TIVE WORK AREA/EQUIPMENT	G. Burson	ACTION REQUIRED  None	CORRECTED	)
а	. I:	s there	adequate space and comfort in the AT office?			✓ Yes	□No
	(	1) Is t	the office arranged neatly, and are all bulletins and manua	als current?			□No
	(:	2) Do	es the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. I:	s the s	pace for working on vehicles adequate?			✓ Yes	□No
	(	1) Isi	t clean and organized?			✓ Yes	□No
C	. С	Does th	ne AT have the supply of tools listed in HPM 31.1, Fleet C	perations Manual,	Chapter 6?	✓ Yes	□No
	(	1) Is t	here an inventory?			✓ Yes	□No
		(a)	When was it last checked?			✓ Yes	□No
	(2	2) Are	e the tools located where they can be easily accessed by	the AT when work	ing on vehicles?	✓ Yes	□No
//		(a)	Are they clean and properly maintained?			✓ Yes	□No
		(b)	Is there security for the tools when the AT is not presen	t?		✓ Yes	□No
		(c)	Who has access to the tools?			✓ Yes	□No
d	. [	Does th	ne AT have the equipment necessary to perform all requir	ed tasks?		✓ Yes	□No
	(	1) If n	ot, has it been budgeted for and/or ordered?			☐ Yes	□No
е	. I:	s the e	quipment neat, clean and in good repair?			✓ Yes	□No
	(	1) Ha	ve replacements been planned and budgeted for?			✓ Yes	□No
f.	Α	re ther	re additional tools or items of equipment needed?			☐ Yes	✓ No
	(	1) Co	uld the AT be more effective if they were available?			☐ Yes	☑ No
	(2	2) Ca	n they and/or have they been requisitioned or requested?	?		☐ Yes	✓ No
6. 1	IRE	ES, PA	RTS AND SUPPLIES	G. Burson	None None	CORRECTE	D
а	. Is	s the s	pace provided for parts and supplies adequate?			✓ Yes	□ No
	(	1) <b>I</b> f n	ot, can more space be provided?			Yes	✓ No
	(2	2) Is t	he space neatly and logically organized?			✓ Yes	□No
	(;	3) Is t	here adequate security?			✓ Yes	□No
	(4	4) Wh	no has access to the parts/supplies? Access to the parts	s/supplies is limite	d to the AT and superv	visors.	
	(!	5) Are	e batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b	. <i>P</i>	Are aut	omotive parts and supplies inventoried and maintained ir	Fleet Focus (FF)	as required?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

0					
С	. Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
d	l. Does Area stock parts/supplies purchased by the Department,	and provide them to the v	endor for installation?	✓ Yes	□No
е	. Are adequate records maintained for tires, and are all tires acc	counted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through Business Services Section?	gh the Purchasing Services	s Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) How are tires stored? Tires are secured with chain	ns and locks to prevent the	ft or misuse. The remai	ning tires a	are stored in a
	locked room. Access to tires is limited to AT and su	apervisors.			
	(4) Is access to the tires restricted to the AT and his/her assis	stant or backup?		✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tire	s?		Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?			☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	How are old tires/batteries disposed of? Tires are disposed of	of to a licensed waste haule	er from a State approve	d list. The	ires are sold
	for \$0.50 each. Old vehicle batteries are traded-in when new	batteries are purchased.			
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospe	ctive bidders?	Yes	☑ No
	(2) Are either tires or batteries being traded to offset installation	on costs?		Yes	□No
	(3) Are the provisions of any tire or battery disposal contract to	peing met?		✓ Yes	□No
g	. Are Material Safety Data Sheets (MSDS) posted as required?			Yes	□No
	(1) Are all containers (other that the original) containing hazar	rdous materials properly m	arked?	Yes	□No
h	. Has the quarterly count of parts, tires, accessories and supplie	es been conducted?		Yes	□No
	(1) Who conducted the count? The quarterly count of parts,	accessories, and supplies	is conducted by the adm	ninistrative	sergeant.
	The inventory card is then initialed and dated.				
7. F	UEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTE	0
	Normally, is all fuel used by departmental personnel dispensed command location?	G. Burson d through the fuel facility a	None t the	☐Yes	✓ No
	(1) What procedures have been established for purchasing fu	uel from service stations in	emergencies? All vel	hicles conta	ain a
	petroleum credit card in the CHP 33 book that can be use	ed at service stations in em	ergency situations.		
	(a) Is self-service or full-service used? Self-Service is us	sed only.			

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

-	View Conference		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	√ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? The driver is responsible for refueling the vehicle after each use.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? The AT has access to the keys to loc	ck the mete	ers and the
	storage tank.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? The Rancho Cucamonga Area's fuel system	n is compl	etely
	computerized. Oil usage is logged on a separate worksheet.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? To date, nothing has been done to re	concile dif	ferences of
	more than 2-3 gallons daily due to complete accuracy.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? The pump meter was last checked for accuracy in	2008.	
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? The fuel supply is replenished when the level drops to 2000 gall	ons.	
	(2) At what level is it refilled? When the level reaches 2000 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? A coded card issued by the AT is required to	o access fu	el.
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	AEETV	EVALUATED	ACTION REQUIRED	CORRECTED	
o. o	AFETY	G. Burson	None		
a.	. Does the Area conduct an inspection of the facility twice each	year to detect safet	/ hazards?	✓ Yes	□ No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	. Are there possible unsafe conditions within the AT's work are	eas?		Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the prop	per type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?	Yes	☑ No		
	(5) Are there loose items on the floor?			Yes	✓ No
	(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?		√ Yes	□No
	(a) Are they worn by the AT?			√ Yes	□No
	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing bral	kes?		✓ Yes	□No
	(a) If yes, are they worn?			☐Yes	✓ No
	(9) Are jack stands properly utilized?			✓ Yes	□No
C.	c. What is the Area occupational safety record as it relates to fleet management? The occupational safety is very good. The last report				
	injury occurred in 2004 when an AT strained his back lifting	g a tire.			
	(1) Have any injuries been prevented with an improved safe			☐ Yes	☑ No
9. V	/EHICLE RECORDS AND MAINTENANCE	G. Burson	None None	CORRECTED	
a.	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT an	d supervisor?		✓ Yes	□ No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located	?			
b.	Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1, Fle	et Operations Manual?	✓ Yes	□ No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? FF reports are reviewed by	y supervisors and ma	nagers.		
	(3) How is the information used in Area's fleet administration	? FF documents co	mply with the instructions	of HPM 31.1.	The
	information helps the Area monitor costs and mileage a	ssociated with vehic	e and motorcycle maintena	nce.	
C.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?		✓ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

	(2) Have required services been done at the proper	mileage?		✓ Yes	□No	
d.	I. Is the Area using the most effective and economical method of repairing/maintaining the fleet?			✓ Yes	□No	
	(1) Are hourly rates in line with prevailing rates?				□No	
	(2) Does the AT refer to manuals for invoice cost info	✓ Yes	□No			
	(3) Is work being done by vendors that should be do	ne by the AT?		Yes	✓ No	
	(4) Are there any warranty problems?	Yes	✓ No			
	(a) If so, are they being resolved?			☐ Yes	□No	
	(5) Is the credit card being used in lieu of an invoice	?		☐ Yes	✓ No	
	(6) Does the commander or his/her designee review	and/or approve invoices?		✓ Yes	□No	
	(a) If so, is there a threshold limit, and how is the	approval indicated on the inve	pice? The Commander ha	s designated	the	
	Lieutenant to approve vehicle invoices, and t	the motor sergeants to approve	I motorcycle invoices. Th	e threshold li	mit is based	
	on vehicle mileage. Approval is indicated or	n invoices with an approval sta	ump and signature.			
e.	Do invoices indicate parts are being supplied by the 0	CHP?		✓ Yes	□No	
	(1) If parts are on invoices, does the vendor give a d	liscount?		✓ Yes	□No	
f.	Are fleet operations bulletins maintained and accessib	ole to the AT?		✓ Yes	□No	
10.	CONDITION OF THE FLEET	G. Burson	None	CORRECTED	)	
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a	guide, are there any patterns	or problems identified?	Yes	<b></b> ✓ No	
	(1) Have any unauthorized modifications been made on vehicles?					
11.	MOTORCYCLES	G. Burson	ACTION REQUIRED None	CORRECTED		
a.	Is the Area commander involved and kept informed o	f motorcycle deployment, need	ls, problems, etc.?	✓ Yes	□No	
	(1) Are the program objectives clearly understood by	the commander and supervise	ors?	✓ Yes	□No	
	(2) Does the Area have an up-to-date SOP relating t	to motorcycle operations?		✓ Yes	□No	
b.	Are motorcycles being deployed in conformance with	departmental policy and Fleet	Operations Bulletins?	✓ Yes	□No	
	(1) Are motorcycles being used on beats with predor	minantly high speed problems'	)	Yes	☑ No	
	(2) Are motorcycles used for special duty officer tran	sportation?		Yes	☑ No	
	(3) Are motorcycles parked at the Area office during	vacations and extended days	off?	√ Yes	□No	
C.	Are Fleet Operations Bulletins pertaining to motorcycle	les filed together?		✓ Yes	□ No	
-3	(1) What system is in place to verify understanding a	and compliance? These bulle	tins are discussed individu	ally with the	officer and a	
	motorcycle quarterly training days.					
	(2) Are Bulletins discussed with riders?			✓ Yes	□No	
d.	What type of active safety program does the Area have	ve? A proactive safety progra	m consisting of quarterly	motorcycle tr	aining days;	
	mandatory exercises, ride-alongs and discussions are	e conducted and documented of	n a regular basis.			

Destroy Previous Editions

CHP 453F (Rev. 6-06) Page 8 of 10

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

0111	1001	(101.0.00) 01.1000		
	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? The Area's safety record is excellent. There have been no recordable in	cidents in	the past 2
		years.		
		(a) How does it compare with Division and statewide rates? The Area's rate is superior to Division and statewide	itewide rat	e of safety.
	(4)	Does the Area conduct quarterly motorcycle training?	√ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop? The radio technician responds to the Area	office.	
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	✓ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	✓ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	✓ No
	(6)	Are any repairs being done by riders?	☐Yes	✓ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	✓ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	√ Yes	□No
	(1)	Is safety compromised?	Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐Yes	☑ No
	(4)	Is a battery charger available?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles? Service of motorcycles is perform	ned every (	5,000 miles
	The officers contact the vendor directly and arrange for repairs.		
	(1) Is it satisfactory and cost effective?	✓ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? Repair work is verified by the officer and supervisor requesting the work.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	✓ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? If a breakdown occurs in the field,	motorcycle	es are
	transported to the vendors for repair by a commercial towing service or by the Area's motorcycle trailer.		
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? When a motorcycle is down		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	✓ Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	✓ No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	e Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS	
5. Automotive Work Area/Equipment -	The AT has the supply of tools listed in HPM 31.1, F	leet Operations Manual, Chapter 6. There
c. (1)(a)	is an inventory that was last checked on 04/09/2009.	
5. Automotive Work Area/Equipment -	The tools are located where they can be easily accesse	ed by the AT when working on vehicles. The
c. (2)(c)	cleaned and properly maintained tools are located in a	secured locked area. Only the AT,
	supervision, and management have access to the tools.	
6. Tires, Parts, and Supplies - c. (1)	Automotive parts and supplies are inventoried and ma	intained in Fleet Focus (FF). There are a
1	reasonable number of parts/supplies stocked. Due to	vehicle model year changes, some parts as
	brake pads, rotors, and tires become obsolete. The Ar	ea has obsolete parts on hand. After a reason-
	able amount of time, a Comm-Net message advising the	he availability of these parts is sent out. The
	AT recently forwarded obsolete tires to another CHP	Area. After a reasonable amount of time, the
	obsolete parts are sent to supply services.	
11. Motorcycles - b. (1)	11b. Motorcycles are deployed on beats where they ar	re most effective. Additionally, motorcycles
	are deployed on congested beats, used to work specific	c traffic complaints, special enforcement
	details, protective service details, and special events.	During extended days off and vacations,
	motorcycles are parked at the Area office as required	by the Area SOP.
11. Motorcycles - h. (3)	There are no spare tires in the Area for motorcycles.	All tires are supplied by the vendor conducting
	the service.	

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Rancho Cucamonga	Inland	6
Inspected by:		Date:
G. Burson, Serg	eant, #10491	10/05/2009

Page 1 of 2

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection documents	on number. Under "Forwa ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	I in the blanks as indicated. Enter the chapter t level of command where the document actices, suggestions for statewide used if additional space is required.
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended inspection: Approximately 15 hours	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ☐ No		rd to: Inland Division ate: 10/08/2009		
Chapter Inspection:	i inika ang	是特色的效应		
Inspector's Comments Regar	ding lı	nnovative Practices	:	
None.  Command Suggestions for S	tatowie	do Improvement:		
Inspector's Findings:	tatovii.	ao improvoment.		
Commander's Response: 🗵	Conci	ir or □ Do Not Cor	icur (Do Not Cond	cur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

etc.)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Rancho Cucamonga	Inland	6
Inspected by:		Date:
G. Burson, Sero	eant, #10491	10/05/2009

:		
Required Action		
Corrective Action Plan	Timeline	

	N. 1	
Employee would like to discuss this report with the reviewer.	ANDER'S SIGNATURE	DATE 1
(See HPM 9.1, Chapter 8 for appeal procedures.)	CTOR'S SIGNATURE	DATE
	Putano.	10/1/09
The viewer diseassed this report with	WER'S SIGNATURE	DATE
employee  Concur  Do not concur	a delice	10   19   69

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Victorville	Inland	850
EVALUATED BY		DATE
M. Hill A/Sgt.		10/01/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	an □ Infe	ormal Evaluation	SUSPENSE DATE			
Formal Evaluati	n	That Evaluation	10/08/2009		DATE	
FOLLOW-UP REQUIRED  Yes No		☐ Correction Report	COMMANDER'S REVIEW	DAPT.	10/0	8/2009
1. AREA ADMINIS	TRATION		10/01/2009	ACTION REQUIRED	CORRECTED	
a. Is there a cle	ar line of supe	rvision and accountability for the	Area's fleet managemen	t?	✓ Yes	□No
(1) Is the Ar	ea commande	r involved and informed?			✓ Yes	□ No
(a) Doe	s he/she moni	tor invoices?			✓ Yes	□No
(2) Who is a	uthorized to a	pprove invoices? Area Automo	otive Technician II (ATI	II) Don Doull up to \$500	, then a super	visor or Area
Comma	nder.					
b. What is the b	ackground exp	perience of the Automotive Techr	nician (AT)? Previous S	A.E. Certifications: From	nt End Alignn	nent, Brake
Repair, Susp	ension Repair	, Tune-up				
(1) Are suffi	cient instructio	ns and training provided?			✓ Yes	□No
(2) Is he/sh	a qualified m	echanic at journey person level?				□No
(3) Does he	/she attend tra	ining on new model vehicles?		a.	Yes	√ No
(4) Does the	AT have goo	d rapport with Area personnel an	d vendors?		√ Yes	□No
(5) Does the	AT ensure ve	ehicles are available at shift chan	ge?		✓ Yes	□No
(6) Does the	AT periodical	lly attend staff meetings?			☐Yes	✓ No
(7) Does the	AT have idea	as/suggestions for improving the p	program?		✓ Yes	□No
c. How much m	aintenance wo	ork is being done by the AT? Sch	neduled services, brake re	epairs, tire mounting, min	nor discrepand	cy repairs and
trouble shoo	ting radio mal	functions.				
(1) Is he/sh	qualified to p	erform maintenance and minor re	epairs?		✓ Yes	□No
(a) If th	ese duties are	not being performed, why not?				
d What other o	uties or respo	nsibilities are placed on the AT?	Minor building mainte	nance, i.e. light bulb repl	acement, sign	posting,
		system, monthly mileage reports,				
2. VEHICLE USE	meaded racing	ystem, monany mooage reposes,	EVALUATED 10/01/2009	ACTION REQUIRED	CORRECTE	
a. How many "	E" Class vehic	les are assigned to the Area? 17				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the con	nmander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the for	mula, what justification	has been made? The Ar	ea is not in e	excess of
_	vehicles assigned and has recently been informed two a	dditional E class vehic	les will be added to invento	ory.	
b.	Are there procedures in place to ensure there are sufficient v	ehicles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in orde			✓ Yes	□No
	(a) Is there a supply of tools and minor equipment avail			✓ Yes	□No
C.			Supervisors are on-call an		
0.	at residences within departmental policy.	mee and addy hears.	Supervisors are on-ean an	a the veniere	.s are seed
Ч	Who does the commander allow to ride in vehicles? Cadets,	annlicants senior volu	inteers, and media represer	ntatives	
u.	(1) Do supervisors use the CHP 428, Release and Waiver o		anteers, and media represer	✓ Yes	□No
_	(a) Is the CHP 428 kept for the appropriate period of time	EVALUATED	ACTION REQUIRED	✓ Yes CORRECTED	□ No
	ERVICE ARRANGEMENTS	10/02/2009			
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li></ul>		lability price convenience	✓ Yes	□ No
_			lability, price, convenience		
_	(1) Are they authorized dealers?	Location, quality, avai		e. service, an	
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li></ul>	Location, quality, avai		e. service, an	
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li><li>(3) What are the hourly rates being charged? \$96 for repair</li></ul>	Location, quality, avai		e, service, an	d security
_	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor?</li><li>(3) What are the hourly rates being charged? \$96 for repair</li><li>(a) Are discounts given on parts?</li></ul>	Location, quality, avai s, \$70 for brake repairs endors?	s, Special pricing for alignr	e, service, ar ments. Yes	d security
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective vendors, or work out p</li> </ul>	Location, quality, avai s, \$70 for brake repairs endors? roblems in order to mai	s, Special pricing for alignr	e, service, ar ments. Yes  Yes	d security
a.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versions.</li> <li>(5) Does the Area constantly change vendors, or work out plong-term relationships?</li> </ul>	Location, quality, avai s, \$70 for brake repairs endors? roblems in order to mai nagement Manual, whe	s, Special pricing for alignr ntain good en making purchases?	e, service, ar ments. Yes  Yes  Yes	d security  No No
a.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versions.</li> <li>(5) Does the Area constantly change vendors, or work out plong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Ma</li> </ul>	Location, quality, avai s, \$70 for brake repairs endors? roblems in order to mai nagement Manual, who nted with weekend mai	s, Special pricing for alignr ntain good en making purchases?	e. service, annents.  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes  ✓ Yes	d security  No No No
a.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versions.</li> <li>(5) Does the Area constantly change vendors, or work out proposition long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials Materials and If vehicle availability has been a problem, has Area experiments.</li> </ul>	Location, quality, avai s, \$70 for brake repairs endors? roblems in order to mai nagement Manual, who nted with weekend mai	s, Special pricing for alignr ntain good en making purchases?	e. service, annents.  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes  ✓ Yes	d security  No No No
a.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versely.</li> <li>(5) Does the Area constantly change vendors, or work out proposition long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials Materials and If vehicle availability has been a problem, has Area experimed.</li> <li>(1) What percentage of the fleet is needed on weekends? 76</li> </ul>	Location, quality, avails, \$70 for brake repairs endors?  roblems in order to main nagement Manual, when the different main to the main to	s, Special pricing for alignr ntain good en making purchases?	e. service, and ments.  V Yes V Yes Yes V Yes V Yes	d security  No No No No
a.	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective verestimates.</li> <li>(5) Does the Area constantly change vendors, or work out progression relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the hourly has been a problem, has Area experimental to the progression of the fleet is needed on weekends? 76</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ol>	Location, quality, avails, \$70 for brake repairs endors? roblems in order to main nagement Manual, when the dwith weekend main 10%	s, Special pricing for alignr ntain good en making purchases?	e. service, and ments.	d security  No No No No No
b.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor?</li> <li>(3) What are the hourly rates being charged? \$96 for repair <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective versely.</li> <li>(5) Does the Area constantly change vendors, or work out progreterm relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the hours of the fleet is needed on weekends? 70</li> <li>(1) What percentage of the fleet is needed on weekends? 70</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most</li> </ul>	Location, quality, avails, \$70 for brake repairs endors? roblems in order to mail nagement Manual, when the dwith weekend mail 10% st effectively?	s, Special pricing for alignr ntain good en making purchases?	e. service, and ments.	d security  No No No No No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

) I II	1001 (	INCV.	. 0-00) Of 1 009					
	(2)	Is ti	the Area's vehicle washing procedure practical and eco	опо	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?				☐Yes	✓ No
	(3)	ls tl	there more than one car wash facility available?				Yes	□No
(4) Are vehicles being excessively washed or detailed?						☐ Yes	✓ No	
	(5)	Doe	es the Area have a maintenance worker or janitor was	sh c	ars?		☐ Yes	✓ No
(6) Is there any other program that can be of assistance in washing cars?						✓ Yes	□No	
d.	d. How do officers report defective equipment? Defects are reported on local document located below keyboa						d and B.O. ta	igs are place
	on l	key [	hook for the vehicle.					
	(1)	Wh	no is authorized to declare a vehicle unsafe for patrol?	(	Officers, Supervisors, an	d the Auto Technician	ı II.	
		(a)	Who determines when a vehicle is safe after repair of	or cl	necking of defects? Auto	o Technician II.		
		(b)	Does he/she sign off the report form and indicate wh	nat h	nas been done?		✓ Yes	□No
		(c)	Is this system effective?				✓ Yes	□No
		(d)	How long are records kept? Patrol vehicle life plus	thr	ee years.			
		(e)	Is there a system in place to check vehicles for defec	cts a	after high speed pursuits	5?	✓ Yes	□No
. MI	LEA	GE I	MANAGEMENT		EVALUATED 10/09/2009	ACTION REQUIRED	CORRECTED	)
a.	Doe	s Ar	rea have a system to ensure equitable mileage accum	านla			✓ Yes	□No
	(1)	Are	e vehicles run out in the same order they are received?	?			☐ Yes	✓ No
	(2)	ls th	here an appropriate spread of odometer readings so the	hat	vehicles are run out at r	egular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?				☐ Yes	□No
b,	How	/ are	e adjustments to mileage accomplished? Area has an	n as	signed vehicle program	. Adjustments can be	made to the	assignments
	for	prop	per averaging of miles					
	(1)	Do f	field supervisors and officers understand their respons	sibi	lity in vehicle assignmen	its?	✓ Yes	□No
	(2)	Doe	es the AT understand what is required?				✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment"	prc	ogram?		✓ Yes	□No
		(a)	If so, how does it effect mileage averaging? Vehic	le a	ssignments prove to be	effective in maintaini	ng mileage a	veraging. If
			assignment of a vehicle adversely affects mileage, t	the	vehicle is reassigned.			
C.	How	doe	es the Area project run outs? Auto Technician II pro	ojec	ets run-outs by monthly	averaging each month	1.	
	(1)	ls F	OS provided 30-45 days advance notice?				✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

			4.121, 6.69, 6.1, 666						
		(2)	(2) What has been the condition of vehicles returned to FOS? All equipment in working order, all locally controlled equipment is						
			removed and rear seat is removed to check for contraband.						
		(3)	Are the right equipment options completed?			✓ Yes	□No		
5.	ΑI	υτο	MOTIVE WORK AREA/EQUIPMENT	10/03/2009	ACTION REQUIRED	CORRECTED	)		
	a.	ls t	there adequate space and comfort in the AT office?			✓ Yes	No		
		(1)	Is the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	□No		
		(2)	Does the AT maintain a service and flat rate manual?			☐Yes	✓ No		
	b.	ls t	he space for working on vehicles adequate?			✓ Yes	□No		
		(1)	Is it clean and organized?			✓ Yes	□No		
	C.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet C	perations Manual, Cl	napter 6?	✓ Yes	□No		
		(1)	Is there an inventory?			✓ Yes	□No		
			(a) When was it last checked?			✓ Yes	□No		
		(2)	Are the tools located where they can be easily accessed by	the AT when working	on vehicles?	✓ Yes	□No		
			(a) Are they clean and properly maintained?			✓ Yes	□No		
			(b) Is there security for the tools when the AT is not presen	✓ Yes	□No				
			(c) Who has access to the tools?		✓ Yes	□No			
	d.	Do	es the AT have the equipment necessary to perform all requir	ed tasks?		✓ Yes	□No		
		(1)	If not, has it been budgeted for and/or ordered?			✓ Yes	□No		
	e.	ls t	he equipment neat, clean and in good repair?			✓ Yes	□No		
		(1)	Have replacements been planned and budgeted for?			✓ Yes	□No		
	f.	Are	there additional tools or items of equipment needed?			✓ Yes	□No		
		(1)	Could the AT be more effective if they were available?			✓ Yes	□No		
		(2)	Can they and/or have they been requisitioned or requested?			✓ Yes	□No		
6.	TIF	RES	PARTS AND SUPPLIES	10/03/2009	ACTION REQUIRED	CORRECTED			
	a.	ls t	he space provided for parts and supplies adequate?			✓ Yes	□No		
		(1)	If not, can more space be provided?			Yes	□No		
		(2)	Is the space neatly and logically organized?			✓ Yes	□No		
		(3)	Is there adequate security?				□No		
		(4)	Who has access to the parts/supplies? Auto Technician II	and Area supervisor	S.				
		(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No		
	b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as	required?	✓ Yes	□No		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

C.	. Are reasonable numbers of parts/supplies stocked?		✓ Yes	□No
	(1) Are there obsolete parts on hand?		✓ Yes	□No
d	. Does Area stock parts/supplies purchased by the Department,	✓ Yes	□No	
е	. Are adequate records maintained for tires, and are all tires accord	ounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered throug Business Services Section?	h the Purchasing Services Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?		✓ Yes	□No
	(a) Are records reviewed by management?		✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?		✓ Yes	□No
	(a) How are tires stored? On lockable tire rack in Auto	o Technician work bay.		
	(4) Is access to the tires restricted to the AT and his/her assist	ant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires	s?	☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?		☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?		✓ Yes	□No
	(a) Is the disposition of used tires within policy?		✓ Yes	□No
f.	How are old tires/batteries disposed of? Tires and batteries a	re disposed of through our local service vendor.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospective bidders?	Yes	☑ No
	(2) Are either tires or batteries being traded to offset installation	n costs?	Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract be	eing met?	☐ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No
	(1) Are all containers (other that the original) containing hazard	dous materials properly marked?	✓ Yes	□No
h,	Has the quarterly count of parts, tires, accessories and supplies	s been conducted?	✓ Yes	□No
	(1) Who conducted the count? Fleet Supervisor and Auto Te	chnician II.		
7. F	UEL DISPENSING FACILITY	10/10/2009 ACTION REQUIRED	CORRECTED	>
a.	Normally, is all fuel used by departmental personnel dispensed command location?	through the fuel facility at the	✓ Yes	□No
	(1) What procedures have been established for purchasing fue	el from service stations in emergencies? Each v	ehicle has	a State issued
	Voyager card and local gas stations are identified for usag	ge.		
	(a) Is self-service or full-service used? Self-service only.			
_				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

0	1001 (1.01.0 00) 01 1 000		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	☑ No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Officers and Auto Technician II.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e,	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Technician II and Area supe	rvisors.	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Area developed a fuel log for each fuel p	ump,	
	(1) Are records maintained as required?	√ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The Auto Technician II and a senion	or volunteer	check the gas
	logs and meter readings and compare them to the gallons dispensed.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Monthly.		
	(2) At what level is it refilled? When fuel reaches minimum contract level.		
i.	How does the Area secure the fuel pumps when they are not in use? Padlocked.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

8. S	AFETY	10/10/2009	ACTION REQUIRED	CORRECTED	)
a.	Does the Area conduct an inspection of the facility twice each ye	ear to detect safety	hazards?	✓ Yes	□No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	Are there possible unsafe conditions within the AT's work areas'	?		☐ Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
	(3) Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
-	(4) Are any batteries leaking or stored improperly?			Yes	✓ No
	(5) Are there loose items on the floor?			☐ Yes	✓ No
	(6) Is the bench grinder firmly affixed, and are there safety glas	ses available?		✓ Yes	□No
	(a) Are they worn by the AT?			✓ Yes	□No
-	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes	5?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
	(9) Are jack stands properly utilized?			✓ Yes	□No
c.	What is the Area occupational safety record as it relates to fleet	management? No	incidents related to fleet r	nanagement r	recorded in
	past year.				
	(1) Have any injuries been prevented with an improved safety a	awareness program	?	✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	10/10/2009	ACTION REQUIRED	CORRECTED	)
а.	Are fleet records logically filed?	7		✓ Yes	□No
	(1) Are they conveniently located and available to the AT and s	upervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located?				
b.	Do the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Fleet Supervisor and Auto Te	echnician II.			
	(3) How is the information used in Area's fleet administration?	Vehicle operating of	costs are monitored and pa	trol vehicle p	arts
	inventory is maintained.				
C.	Is the CHP 424 current?			✓ Yes	☐ No
	(1) Does the CHP 424 reveal any unusual repair patterns or du	plicate services?		Yes	✓ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

N _ Tel						
(2) Have required services been done at the	proper mileage?		✓ Yes	□No		
d. Is the Area using the most effective and econo	✓ Yes	□No				
(1) Are hourly rates in line with prevailing rate	✓ Yes	□No				
(2) Does the AT refer to manuals for invoice of	(2) Does the AT refer to manuals for invoice cost information?					
(3) Is work being done by vendors that should	be done by the AT?		☐ Yes	✓ No		
(4) Are there any warranty problems?			☐ Yes	✓ No		
(a) If so, are they being resolved?		11 - 7/17 - 7/1	☐ Yes	□No		
(5) Is the credit card being used in lieu of an i	nvoice?		☐ Yes	✓ No		
(6) Does the commander or his/her designee	review and/or approve invoices?		✓ Yes	□No		
(a) If so, is there a threshold limit, and ho	v is the approval indicated on the invoice	? The threshold limit	is \$500 by th	e Auto		
Technician II. Area Commander or h	s designee must approve invoices.					
e. Do invoices indicate parts are being supplied b	y the CHP?		✓ Yes	□No		
(1) If parts are on invoices, does the vendor g	ive a discount?		√ Yes	□No		
f. Are fleet operations bulletins maintained and a	cessible to the AT?		✓ Yes	□No		
0. CONDITION OF THE FLEET	10/03/2009	ACTION REQUIRED	CORRECTED	)		
a. Using a CHP 33E, Vehicle Inspection Checklis	a, as a guide, are there any patterns or p	roblems identified?	☐ Yes	✓ No		
(1) Have any unauthorized modifications been	made on vehicles?		☐ Yes	✓ No		
1. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED			
a. Is the Area commander involved and kept info	med of motorcycle deployment, needs, p	problems, etc.?	Yes	□No		
(1) Are the program objectives clearly underst	ood by the commander and supervisors?	?	☐ Yes	□No		
(2) Does the Area have an up-to-date SOP re	ating to motorcycle operations?		☐ Yes	□No		
b. Are motorcycles being deployed in conformance	e with departmental policy and Fleet Op	erations Bulletins?	☐ Yes	□No		
(1) Are motorcycles being used on beats with	predominantly high speed problems?		☐ Yes	□No		
(2) Are motorcycles used for special duty office	er transportation?		☐ Yes	□No		
(3) Are motorcycles parked at the Area office	during vacations and extended days off?	?	☐ Yes	□No		
c. Are Fleet Operations Bulletins pertaining to mo	torcycles filed together?		☐ Yes	□No		
(1) What system is in place to verify understa	iding and compliance?					
(2) Are Bulletins discussed with riders?			☐ Yes	☐ No		

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	1001	(1.6.1.5.55)		
	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□ No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls t	there adequate space to park and/or store motorcycles?	☐Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□No
j <sub>e</sub>	Are	vehicle files logically kept and up-to-date?	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
I.		zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□No

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Victorville	Inland	6
Inspected by:	Date:	
Acting Sergeant	10/01/2009	

Page 1 of 3

	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pr	
TYPE OF INSPECTION  Division Level Command L  Executive Office Level	inspection:		☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required:	Forwa	rd to:		
☐ Yes ☐ No	Due D	ate: 10/08/2009		
Chapter Inspection:	Remers.			
Inspector's Comments Regar	ding Ir	nnovative Practices		
None				
Command Suggestions for S	tatewic	de Improvement:		
None				
Inspector's Findings:				
Obsolete vehicle parts on han survey.	d will b	e offered to Areas	in need or retui	rned to Supply Services for
Commander's Response:	Concu	ır or □ Do Not Cor	cur (Do Not Cond	cur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Victorville	Division:	Chapter:
Inspected by:	nt M. Hill 14582	Date: 10/01/2009

Marie Control College		2 NE 1854 ME 17	880 - 63P, LEV	CMARL NEWS TRANS
Required Action				
Manufacture of the reserved			nee e en lypin	
Corrective Action Plan/Time	eline			

Message to all Areas offering obsolete vehicle parts will be completed by 10/16/2009. Obsolete parts not requested by other Areas will be sent to Supply Services by 12/31/2009.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10 08 2009
(OCO THE INFORMATION OF SEPARATE PROTECTION OF	INSPECTOR'S SIGNATURE	DATE
	DE ZAN FOC	10/19/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee  Concur  Do not concur		10/19/09
CHP 680A (Rev. 02-09) OPI 010	N Po	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Riverside	Inland	840
EVALUATED BY		DATE
Sergeant A. C. M	fontoya, #11172	06/10/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation   Info	ormal Evaluation	SUSPENSE DATE 07/10/2009			
FOLLOW-UP REQUIRED  Yes No	☑ Correction Report  BY Sergeant Montoya, #11172	COMMANDER'S REVIEW	ACTION REQUIRED	DATE 7/16 CORRECTED	109
. AREA ADMINISTRATION		06-08-2009		1800 N. V. V. S. V	
a. Is there a clear line of supe	ervision and accountability for the Are	ea's fleet management?		✓ Yes	□No
(1) Is the Area commande	er involved and informed?			✓ Yes	□ No
(a) Does he/she mon	itor invoices?			✓ Yes	□No
(2) Who is authorized to a	pprove invoices? Area Manageme	ent			
h What is the background ov	perience of the Automotive Technici	on (AT)2 AT D Dink 1	2 years at current pos	ition and	
b. What is the background ex	penence of the Automotive recimics		is-2 years at current pos		
(1) Are sufficient instruction	ons and training provided?			✓ Yes	□No
(2) Is he/she a qualified m	echanic at journey person level?			✓ Yes	□No
(3) Does he/she attend tra	aining on new model vehicles?			✓ Yes	□No
(4) Does the AT have goo	d rapport with Area personnel and v	endors?		✓ Yes	□No
(5) Does the AT ensure ve	ehicles are available at shift change?	)		✓ Yes	□No
(6) Does the AT periodica	lly attend staff meetings?			✓ Yes	□No
(7) Does the AT have idea	as/suggestions for improving the pro	gram?		✓ Yes	☐ No
c. How much maintenance wo	ork is being done by the AT? Routin	ne services (5K miles) ar	nd minor repairs.		
(1) Is he/she qualified to p	erform maintenance and minor repa	irs?		✓ Yes	□No
	not being performed, why not? NA				
d. What other duties or respo	nsibilities are placed on the AT? Pa	arts inventory, vehicle m	aintenance records, a	nd work shop	maintenan
. VEHICLE USE		06-10-2009	ACTION REQUIRED None	CORRECTED	)
a. How many "E" Class vehic	es are assigned to the Area? 25	>			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the	commander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the	e formula, what justification	nas been made? N/A		
h	Are there procedures in place to ensure there are sufficient	ent vehicles available at the	beginning of each shift?	✓ Yes	□No
-	(1) Are officers allowed to perform minor corrections in o			✓ Yes	 □ No
	(a) Is there a supply of tools and minor equipment a			✓ Yes	
_	What is the justification for any vehicle kept at employees		Commander approval, wit		ent polic
U.	What is the justification for any vehicle kept at employees	s nomes and daty notice.	Communaer approvas, we	2 op a	
d.	Who does the commander allow to ride in vehicles? Sta	te employees and approved	ride-a-longs		
	(1) Do supervisors use the CHP 428, Release and Wain	ver of Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of	of time?		✓ Yes	□No
SI	ERVICE ARRANGEMENTS	06-10-2009	ACTION REQUIRED None	CORRECTED	)
2	What vendors are being used for servicing or repairing v			nips	
<u>.</u>	The state of the s				
	(1) Are they authorized dealers?			✓ Yes	□No
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendo</li></ul>	or? Location, service hour	s and reputation	✓ Yes	□No
	(2) What process was used in selecting a service vendo		s and reputation	√ Yes	□ No
	<ul><li>(2) What process was used in selecting a service vendo</li><li>(3) What are the hourly rates being charged? Varies w</li></ul>		s and reputation		
	(2) What process was used in selecting a service vendo		s and reputation	√ Yes	□No
	<ul><li>(2) What process was used in selecting a service vendo</li><li>(3) What are the hourly rates being charged? Varies w</li></ul>	ith job	s and reputation		
	<ul><li>(2) What process was used in selecting a service vendo</li><li>(3) What are the hourly rates being charged? Varies w</li><li>(a) Are discounts given on parts?</li></ul>	ith job ve vendors?		√ Yes	□No
	<ul> <li>(2) What process was used in selecting a service vendor</li> <li>(3) What are the hourly rates being charged? Varies w</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection</li> <li>(5) Does the Area constantly change vendors, or work of</li> </ul>	ith job ve vendors? out problems in order to mai	ntain good	✓ Yes ✓ Yes	□ No
b.	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> </ul>	ith job ve vendors? out problems in order to mai s Management Manual, who	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes	No No No
b.	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> </ul>	ith job  ve vendors?  out problems in order to mains  s Management Manual, when  erimented with weekend mains	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	☐ No ☐ No ☐ No ☐ No ☐ No
b.	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> <li>If vehicle availability has been a problem, has Area expection.</li> </ul>	ith job  ve vendors?  out problems in order to mains  s Management Manual, when  erimented with weekend mains	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No   No   No   No   No   No   No   No
b.	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> <li>If vehicle availability has been a problem, has Area expect.</li> <li>(1) What percentage of the fleet is needed on weekend.</li> </ul>	ith job  ve vendors?  out problems in order to mail  s Management Manual, whe  rimented with weekend mail  s? 80%	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
b.	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> <li>If vehicle availability has been a problem, has Area expection.</li> <li>(1) What percentage of the fleet is needed on weekend.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ul>	ith job  ve vendors?  out problems in order to mail s Management Manual, whe erimented with weekend mail s? 80%  d most effectively?	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w. <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> <li>If vehicle availability has been a problem, has Area expected.</li> <li>(1) What percentage of the fleet is needed on weekend.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled.</li> </ul>	ith job  ve vendors?  out problems in order to mains Management Manual, who estimented with weekend mains? 80%  If most effectively?  operiods?	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
	<ul> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? Varies w. <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material. If vehicle availability has been a problem, has Area expection.</li> <li>(1) What percentage of the fleet is needed on weekend.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled.</li> <li>(a) Is overtime needed for maximum enforcement.</li> </ul>	ith job  ve vendors?  out problems in order to mains Management Manual, who enimented with weekend mains? 80%  If most effectively?  operiods?	ntain good en making purchases?	✓ Yes	☐ No ☐ No ☐ No ☐ No ☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

0111	1001	11100	. 6 667,61 1 666				
	(2)	ls t	he Area's vehicle washing procedure practical and econor	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐Yes	☑ No
	(3)	ls t	here more than one car wash facility available?			✓ Yes	□No
	(4)	Are	e vehicles being excessively washed or detailed?		11-11-1	☐ Yes	✓ No
	(5)	Doe	es the Area have a maintenance worker or janitor wash ca	ars?		☐ Yes	☑ No
	(6)	ls t	here any other program that can be of assistance in wash	ing cars?		☐ Yes	☑ No
d.	Но	w do	officers report defective equipment? Daily posted inspe	ection sheet			
	(1)	Wh	no is authorized to declare a vehicle unsafe for patrol?   [	Iniformed personnel and	l Auto Technician		
				- alima of defeate? Aut	Tachnisian		
	_	(a)			) Technician	□ Voc	□No
		(b)		nas been done?		✓ Yes	□ No
		(c)	Is this system effective?			✓ Yes	□No
			How long are records kept? 1 year				
		(e)	Is there a system in place to check vehicles for defects a			✓ Yes	□ No
4. M	ILEA	AGE I	MANAGEMENT	06-10-2009	None None	CORRECTE	
a.	Do	es A	rea have a system to ensure equitable mileage accumula	tion on all vehicles?		✓ Yes	□No
	(1)	Are	e vehicles run out in the same order they are received?			☐Yes	✓ No
	(2)	ls t	here an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Но	w are	e adjustments to mileage accomplished? High mileage	vehicles are assigned an	d low mileage are used	as carpool	vehicles.
	(1)		field supervisors and officers understand their responsibil	lity in venicle assignmen	its?	✓ Yes	□ No
	(2)	_	es the AT understand what is required?			✓ Yes	□ No
	(3)		es the Area have a "personalized vehicle assignment" pro			✓ Yes	□ No
		(a)	If so, how does it effect mileage averaging? Assigned	vehicles get used less, t	hus they generally have	lower mil	eage
C.	Но	w do	es the Area project run outs? At 95K miles a vehicle is	projected as a run-out.			
	(1)	le F	FOS provided 30-45 days advance notice?			✓ Yes	
	(1)	131	Co provided on the days devanted french.				

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(2) What has been the condition of vehicles returned to FOS	? Good			
					□No
	(3) Are the right equipment options completed?	EVALUATED	ACTION REQUIRED	✓ Yes	□ No
5. A	AUTOMOTIVE WORK AREA/EQUIPMENT	06-10-2009	Yes, c(1)	06/26/20	
a.	. Is there adequate space and comfort in the AT office?	11		✓ Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and ma	nuals current?		✓ Yes	□No
	(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b.	. Is the space for working on vehicles adequate?			✓ Yes	□No
	(1) Is it clean and organized?			✓ Yes	□No
c.	Does the AT have the supply of tools listed in HPM 31.1, Flee	t Operations Manual,	Chapter 6?	✓ Yes	□No
	(1) Is there an inventory?			✓ Yes	□No
	(a) When was it last checked?			✓ Yes	□No
	(2) Are the tools located where they can be easily accessed	by the AT when working	ng on vehicles?	✓ Yes	□No
***	(a) Are they clean and properly maintained?			✓ Yes	□No
	(b) Is there security for the tools when the AT is not pres	sent?		✓ Yes	□No
	(c) Who has access to the tools?			☐ Yes	□No
d.	l. Does the AT have the equipment necessary to perform all rec	quired tasks?		✓ Yes	□No
	(1) If not, has it been budgeted for and/or ordered?			☐Yes	□No
e.	e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
	(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are there additional tools or items of equipment needed?			✓ Yes	□No
	(1) Could the AT be more effective if they were available?			✓ Yes	□No
	(2) Can they and/or have they been requisitioned or requeste	ed?		✓ Yes	□ No
6. TI	TIRES, PARTS AND SUPPLIES	06-10-2009	Yes, h	06/26/20	
a.	. Is the space provided for parts and supplies adequate?	120000000000000000000000000000000000000		✓ Yes	□No
	(1) If not, can more space be provided?			☐ Yes	□No
	(2) Is the space neatly and logically organized?			✓ Yes	□No
	(3) Is there adequate security?			✓ Yes	□No
		ns, Supervisors, and M	Ianagers.		
	(5) Are batteries stored in a dry location, off the cement floor	?		✓ Yes	□ No
b.	. Are automotive parts and supplies inventoried and maintained		s required?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	1001 ((101.0.00),01.1.000				
С	c. Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
d	d. Does Area stock parts/supplies purchased by the Department,	and provide them to the	vendor for installation?	✓ Yes	□No
е	e. Are adequate records maintained for tires, and are all tires acc	counted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through Business Services Section?	gh the Purchasing Service	es Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) How are tires stored? Indoors, in a locked, secured	d building.			
	(4) Is access to the tires restricted to the AT and his/her assis	stant or backup?		✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tire	s?		☐ Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?			☐ Yes	☑ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□ No
	(a) Is the disposition of used tires within policy?			✓ Yes	□ No
f.	. How are old tires/batteries disposed of? Through contracted	Department vendors.			
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prosp	ective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation	on costs?		☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract b	peing met?		✓ Yes	□ No
g	. Are Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1) Are all containers (other that the original) containing hazar	dous materials properly r	narked?	✓ Yes	□No
h.	. Has the quarterly count of parts, tires, accessories and supplie	es been conducted?		✓ Yes	□No
_	(1) Who conducted the count? Administrative Sergeant.		191		
7. F	FUEL DISPENSING FACILITY	06-10-2009	Yes, b, b(2)	06/26/20	
a.	Normally, is all fuel used by departmental personnel dispenses command location?	d through the fuel facility a	at the	☐Yes	☑ No
	(1) What procedures have been established for purchasing fu	el from service stations in	emergencies? Voyago	er Card pui	chases.
	(a) Is self-service or full-service used? Self-serve.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	☐ Yes	☑ No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	. Who fuels the vehicles? Officers.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Technicians.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Posted daily oil logs.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? No documentation.		
h.	Is there a contract for fuel?	☐ Yes	✓ No
	(1) How often is the fuel supply replenished? Currently not delivered, in-ground tank to be removed and repl	aced with a	bove-ground.
	(2) At what level is it refilled? N/A		
i.	How does the Area secure the fuel pumps when they are not in use?N/A		
	(1) Is the system adequate?	☐ Yes	□No
	(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

8. S	AFETY	06-10-2009	ACTION REQUIRED	CORRECTED	)
a.	Does the Area conduct an inspection of the facility twice each ye	1-2-2-2-2		✓ Yes	□No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	Are there possible unsafe conditions within the AT's work areas?	?		☐ Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
-	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
	(3) Are fire extinguishers charged, inspected and of the proper t	type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐Yes	✓ No
	(5) Are there loose items on the floor?			☐ Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glass	ses available?		✓ Yes	□No
-	(a) Are they worn by the AT?			✓ Yes	□ No
	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes	?		✓ Yes	□No
	(a) If yes, are they worn?			☐ Yes	☑ No
	(9) Are jack stands properly utilized?			✓ Yes	□No
C.	What is the Area occupational safety record as it relates to fleet	management? Exc	ellent.		
	(1) Have any injuries been prevented with an improved safety a			✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	06-10-2009	None	CORRECTED	)
а.	Are fleet records logically filed?		•	✓ Yes	□No
	(1) Are they conveniently located and available to the AT and su	upervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located?	N/A			
b.	Do the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Administrative Sergeant/Lieur	tenant.			
	(3) How is the information used in Area's fleet administration?	Safety and Fleet Ma	intenance.		
c.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or dup	olicate services?		☐ Yes	☑ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(2) Have required services been done at the proper mileage?			√ Yes	□No
Is the Area using the most effective and economical method of	repairing/maintaining the	e fleet?	✓ Yes	□No
(1) Are hourly rates in line with prevailing rates?			√ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
(3) Is work being done by vendors that should be done by the	AT?		☐ Yes	☑ No
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved?			☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or ap	prove invoices?		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	? Limits are approved b	y Departm	ent
Headquarters and the invoice "Stamped" upon approva	ıl.			
Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
Are fleet operations bulletins maintained and accessible to the A	AT?		√ Yes	□No
CONDITION OF THE FLEET	06-10-2009	None	CORRECTED	)
Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pr	oblems identified?	☐ Yes	☑ No
(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	☑ No
MOTORCYCLES	06-09-2009	None None	CORRECTE	)
Is the Area commander involved and kept informed of motorcyc	cle deployment, needs, p	roblems, etc.?	√ Yes	□No
(1) Are the program objectives clearly understood by the comm	ander and supervisors?		Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcy	cle operations?		✓ Yes	□No
Are motorcycles being deployed in conformance with department	ntal policy and Fleet Ope	erations Bulletins?	✓ Yes	□No
(1) Are motorcycles being used on beats with predominantly hi	igh speed problems?		√ Yes	□No
	2		☐ Yes	✓ No
(2) Are motorcycles used for special duty officer transportation	ľ			
<ul><li>(2) Are motorcycles used for special duty officer transportation</li><li>(3) Are motorcycles parked at the Area office during vacations</li></ul>			☑ Yes	□No
	and extended days off?			□ No
(3) Are motorcycles parked at the Area office during vacations	and extended days off?	ng and policy review.	✓ Yes	
<ul> <li>(3) Are motorcycles parked at the Area office during vacations</li> <li>Are Fleet Operations Bulletins pertaining to motorcycles filed tog</li> <li>(1) What system is in place to verify understanding and complice</li> </ul>	and extended days off?	ng and policy review.	✓ Yes ✓ Yes	□ No
(3) Are motorcycles parked at the Area office during vacations Are Fleet Operations Bulletins pertaining to motorcycles filed tog	and extended days off?	ng and policy review.	✓ Yes	
	Is the Area using the most effective and economical method of  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (5) Is the credit card being used in lieu of an invoice?  (6) Does the commander or his/her designee review and/or ap  (a) If so, is there a threshold limit, and how is the approval  Headquarters and the invoice "Stamped" upon approva  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the ACONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are  (1) Have any unauthorized modifications been made on vehicle  MOTORCYCLES  Is the Area commander involved and kept informed of motorcycles to the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly here	Is the Area using the most effective and economical method of repairing/maintaining the  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT?  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (5) Is the credit card being used in lieu of an invoice?  (6) Does the commander or his/her designee review and/or approve invoices?  (a) If so, is there a threshold limit, and how is the approval indicated on the invoice. Headquarters and the invoice "Stamped" upon approval.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or profusion and the program objectives clearly understood by the commander and supervisors?  MOTORCYCLES  Is the Area commander involved and kept informed of motorcycle deployment, needs, possible to the Area have an up-to-date SOP relating to motorcycle operations?  Are motorcycles being deployed in conformance with departmental policy and Fleet Operations and the program objectives clearly understood by the commander and supervisors?	Is the Area using the most effective and economical method of repairing/maintaining the fleet?  (1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Limits are approved in Headquarters and the invoice "Stamped" upon approval.  Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles?  MOTORCYCLES    EVALUATED	Is the Area using the most effective and economical method of repairing/maintaining the fleet?  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT?  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (b) Is the credit card being used in lieu of an invoice?  (c) Is the credit card being used in lieu of an invoice?  (d) If so, is there a threshold limit, and how is the approval indicated on the invoice? Limits are approved by Department and the invoice "Stamped" upon approval.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  (1) Have any unauthorized modifications been made on vehicles?  MOTORCYCLES  (2) Less the Area commander invoived and kept informed of motorcycle deployment, needs, problems, etc.?  (2) Yes  (3) Is work being deployed in conformance with departmental policy and Fleet Operations Bulletins?  (2) Yes  (3) Is work being denoted by the chromander and supervisors?  (4) Are motorcycles being used on beats with predominantly high speed problems?  (5) Is the Area commander invoived and beats with predominantly high speed problems?  (6) Does the Area control of the fleet operations Bulletins?  (7) Yes  (8) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?  (7) Yes

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

		4		
	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? No preventable collisions in past 2 years.		
		(a) How does it compare with Division and statewide rates? Above average.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop? Office.		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	☐Yes	✓ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	✓ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐Yes	✓ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	✓ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐ Yes	☑ No
	(4)	Is a battery charger available?	☐ Yes	☑ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

	(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles? Local motorcycle dealerships have	been iden	tified and
	information forwarded to headquarters.		
	(1) Is it satisfactory and cost effective?	✓ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? Approved and validated work order/receipt.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer.		
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? Semi-annually.		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	✓ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

#### ITEMS TO BE CORRECTED/ADDRESSED

- #7. Area is no longer accepting fuel shipments for fleet use. The in-ground fuel storage tanks are due to be replaced with an above-ground storage tank. The fleet is being fueled off-site.
  - b The fuel island needs cleaning and organization of supplies. AREA CLEANED AND ORGANIZED
  - b (2) Air hose dispenses water with air. REPAIR PARTS ON ORDER

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

P	ag	ае	1	of	2

Command: Riverside	Division: Inland	Chapter: 6 Fleet Mgmt
Inspected by:	Illianu	Date:
	ntoya, #11172	07-30-2009

	nspection docume	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the ne ument innovative p	
TYPE OF INSPECTION  ☐ Division Level ☐ Command L  ☐ Executive Office Level	evel	Total hours expended inspection: 8	d on the	<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:  ☑ Yes ☐ No		rd to: Inland Division ate: 07-30-09		
Chapter Inspection: Fleet Ma	nager	ment (6)		
Inspector's Comments Regard	ding lı	nnovative Practices	):	
Building Inspectors, and CAL-0 through" to help with safety iss have access to the area/equipmenvironment.  Command Suggestions for St None.	ues. Y	While conducting the Each employee sh	ne inspection, i	
Inspector's Findings:		.tou in the line one	l 4h a h a a a wa a	l manda randa amant
•	l corre	ections were due to draining the tank a	excessive we and removing the	ar or usage of equipment. Area ne water out of the lines. Area has
CHP 453F #7(b), Is the fuel is Area Maintenance and Custod organization of equipment/supp	ian pe	rsonnel have addre	essed concerns	s with the cleanliness and
Commander's Response:	Concu	ır or □ Do Not Con	cur (Do Not Con	cur shall document basis for response)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 01	Page	2	of	2
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Command: Riverside	Division: Inland	Chapter: 6 Fleet Mgmt
Inspected by: Sergeant Mo	ntoya, #11172	Date: 07-30-2009

moposter e eciminame.	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	
N/A	

3						
Required Action					31/100	
Corrective Action Plan/Timeline						
	"…	A 1 1	1/0	1 22 A II 14	!! . 4 !	OLID

The Area was given 30 days to correct the "Items to be Addressed/Corrected." All items listed on CHP 453F, dated June 8, 2009, were corrected within this time frame.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	8/16/0 9
	INSPECTOR'S SIGNATURE	DATE 07-30-09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	08 12 09

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Barstow	Inland	
EVALUATED BY		DATE
P. Schaeffer, #12	2617	10/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation Informal Evaluation		12/01/2009			
FOLLOW-UP REQUIRED	☑ Correction Report	COMMANDER'S REVIE	W	DATE	
✓ Yes No					
	BY_12/15/2009	Lt. R. A. Linson		10/08/20	
. AREA ADMINISTRATION		EVALUATED Tes	ACTION REQUIRED  No	CORRECTED N/A	)
	amilian and accountability for the				□No
a. Is there a clear line or sup-	ervision and accountability for the	Area's lieet managem	entr	✓ Yes	
(1) Is the Area command	er involved and informed?			✓ Yes	□ No
(a) Does he/she mor	nitor invoices?			✓ Yes	□No
(2) Who is authorized to a	approve invoices? The Auto Te	chnicians			
b. What is the background ex	xperience of the Automotive Tech	nician (AT)? #1-Merc	cedes Benz Auto Technicia	ın, Master Vol	vo
Technician, Motorhome T	Cechnician; #2-Master ASE, Journ	neyman GM, Extensive	e factory training.		
(1) Are sufficient instruction	ons and training provided?			✓ Yes	☐ No
(2) Is he/she a qualified m	nechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend tra	aining on new model vehicles?			✓ Yes	□No
(4) Does the AT have god	od rapport with Area personnel an	id vendors?		✓ Yes	□No
(5) Does the AT ensure v	ehicles are available at shift chan	ge?		✓ Yes	□No
(6) Does the AT periodica	ally attend staff meetings?			✓ Yes	□No
(7) Does the AT have idea	as/suggestions for improving the	program?		✓ Yes	☐ No
c. How much maintenance w	ork is being done by the AT? 909	% of the work.			
(1) Is he/she qualified to p	perform maintenance and minor r	epairs?		✓ Yes	□No
	e not being performed, why not?				
d. What other duties or respo	nsibilities are placed on the AT?	Minor repairs and m	aintenance at the Area offi	ce. For examp	ole, ASM
Fulgenzio fixed the Area's	back door when it was B/O and	-			
VEHICLE USE		10-06-09	ACTION REQUIRED  None	N/A	)
10		10-00-09	rione	1.1/1.1	

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

(1					
	Is there an unmarked patrol vehicle assigned for the comma	inder?		✓ Yes	□ No
(2	2) If the number of vehicles assigned is in excess of the formul	a, what justification has	been made?		
b. A	Are there procedures in place to ensure there are sufficient vehic	cles available at the beg	inning of each shift?	✓ Yes	□ No
(1	1) Are officers allowed to perform minor corrections in order to	keep the vehicles on th	e road?	✓ Yes	☐ No
	(a) Is there a supply of tools and minor equipment available	e?		✓ Yes	□ No
c. V	What is the justification for any vehicle kept at employees homes	after duty hours?			
d. V	Who does the commander allow to ride in vehicles? CHP Cade	ts, Applicants, and thos	e with specific need to	observe ope	rations.
(1	1) Do supervisors use the CHP 428, Release and Waiver of Li	ability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time?	-		✓ Yes	□No
SER	VICE ARRANGEMENTS	10-02-09	None None	CORRECTED	)
a. V	What vendors are being used for servicing or repairing vehicles?	Soutars Ford and Do	dge Dealerships, Sunla	nd Ford Dea	lership,
Е	Barstow Tire and Brake, NAPA Autoparts.				
(1	Are they authorized dealers?			✓ Yes	□No
(2	2) What process was used in selecting a service vendor? $L_0$	cation and authorized se	ervice vendor		
(3					
,,	3) What are the hourly rates being charged? \$85.00				
	What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?			☐ Yes	☑ No
(4	(a) Are discounts given on parts?	ors?		☐ Yes	✓ No
	<ul> <li>(a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective venders.</li> <li>Does the Area constantly change vendors, or work out problem.</li> </ul>		n good	✓ Yes	□No
(4	<ul> <li>(a) Are discounts given on parts?</li> <li>4) Has the command shopped for the most cost effective vendo.</li> <li>5) Does the Area constantly change vendors, or work out problem long-term relationships?</li> </ul>	ems in order to maintai		✓ Yes	□ No
(4 (5	<ul> <li>(a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective venders.</li> <li>Does the Area constantly change vendors, or work out problem long-term relationships?</li> <li>Does the AT adhere to policy in HPM 11.2, Materials Management of the policy in HPM 11.2.</li> </ul>	ems in order to maintai	naking purchases?	✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
(4 (5 (6 b. If	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors.  5) Does the Area constantly change vendors, or work out problem long-term relationships?  6) Does the AT adhere to policy in HPM 11.2, Materials Manager vehicle availability has been a problem, has Area experimented.	ems in order to maintai ement Manual, when m d with weekend mainter	naking purchases?	✓ Yes	□ No
(4 (5 (6 b. If	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors, or work out problems, the Area constantly change vendors, or work out problems, the Area constantly change vendors, or work out problems, the Area experimented vehicle availability has been a problem, has Area experimented.  1) What percentage of the fleet is needed on weekends? 50%	ems in order to maintai ement Manual, when m d with weekend mainter	naking purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
(4 (5 (6 b. If	(a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors, or work out problem, the problem of the Area constantly change vendors, or work out problem, the Area constantly change vendors, or work out problem, the Area experimented vehicle availability has been a problem, has Area experimented to What percentage of the fleet is needed on weekends? 50%  Are there shortages of vehicles on Mondays?	ems in order to maintain ement Manual, when memore which weekend mainter which has not been a p	naking purchases?	✓ Yes  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes	□ No □ No □ No □ No □ No
(4 (5 (6 b. If	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly of the area constantly in the area constantly of the area constantly change vendors, or work out problems, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors,	ems in order to maintain the ment Manual, when ment Manual, when ment distributed with weekend mainter which has not been a perfectively?	naking purchases?	✓ Yes  ✓ Yes  ✓ Yes  ☐ Yes  ☐ Yes  ✓ Yes	□ No □ No □ No □ No □ No □ No
(4 (5 (6 b. If (1 (2	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors, or work out problem to be long-term relationships?  5) Does the AT adhere to policy in HPM 11.2, Materials Manage vehicle availability has been a problem, has Area experimented by What percentage of the fleet is needed on weekends? 50%  2) Are there shortages of vehicles on Mondays?  3) If more than one AT, are their hours/days scheduled most effective vendors.	ems in order to maintain the ment Manual, when ment Manual, when ment distributed with weekend mainter which has not been a perfectively?	naking purchases?	✓ Yes	□ No
(4 (5 (6 b. If (1 (2	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly change vendors, or work out problems, the area constantly of the area constantly in the area constantly of the area constantly change vendors, or work out problems, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors, or work out problems, and the area constantly change vendors,	ems in order to maintain the ment Manual, when ment Manual, when ment distributed with weekend mainter which has not been a perfectively?	naking purchases?	✓ Yes  ✓ Yes  ✓ Yes  ☐ Yes  ☐ Yes  ✓ Yes	□ No □ No □ No □ No □ No □ No
(4 (5 (6 b. If (1 (2 (3	(a) Are discounts given on parts?  4) Has the command shopped for the most cost effective vendors, or work out problem to be long-term relationships?  5) Does the AT adhere to policy in HPM 11.2, Materials Manage vehicle availability has been a problem, has Area experimented by What percentage of the fleet is needed on weekends? 50%  2) Are there shortages of vehicles on Mondays?  3) If more than one AT, are their hours/days scheduled most effective vendors.	ems in order to maintain tement Manual, when med with weekend mainter which has not been a perfectively?	naking purchases? nance? roblem	✓ Yes  ✓ Yes  ✓ Yes  ─ Yes  ─ Yes  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes	<ul> <li>No</li> </ul>

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHIE	#00F	(Nev. 0-00) OF 1 003				
	(2)	Is the Area's vehicle washing procedure practical and econo	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash of	cars?		☐ Yes	✓ No
	(6)	Is there any other program that can be of assistance in was	hing cars?		☐ Yes	✓ No
d.	Ho	w do officers report defective equipment? They document of	lefects on the Barsto	w Area Defective Log.		
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Uniformed Personne	and the Auto Technician	ns	
		(a) Who determines when a vehicle is safe after repair or c	hecking of defects?	The Auto Technicians II		
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Three years.				
		(e) Is there a system in place to check vehicles for defects	after high speed purs	suits?	✓ Yes	□No
4. M	ILEA	GE MANAGEMENT	10-02-09	None	CORRECTED	)
a.	Do	es Area have a system to ensure equitable mileage accumula	ation on all vehicles?		✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out	at regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Ηοι	w are adjustments to mileage accomplished? Rotation of ve	chicles in the fleet			
	(1)	Do field supervisors and officers understand their responsible	ility in vehicle assign	ments?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging?				
c.	Hov	w does the Area project run outs? When the patrol vehicle's	33 log begins to rea	d 80,000 miles, the Auto	Technicians	monitor the
	mil	eage and make future arrangements with Fleet Operations in	Torrance, California	a, to exchange run out wi	th new vehicl	les.
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	1 (1/ev. 0-00) Of 1 003				
(2	2) What has been the condition of vehicles returned to FOS?	Vehicles have be	en returned in good operation	onal condition	
(3	Are the right equipment options completed?			✓ Yes	□No
AUT	OMOTIVE WORK AREA/EQUIPMENT	10-02-09	ACTION REQUIRED None	CORRECTED	)
a. Is	s there adequate space and comfort in the AT office?			✓ Yes	□No
(1	) Is the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	☐ No
(2	2) Does the AT maintain a service and flat rate manual?			✓ Yes	☐ No
b. Is	s the space for working on vehicles adequate?			✓ Yes	☐ No
(1	1) Is it clean and organized?				☐ No
c. D	oes the AT have the supply of tools listed in HPM 31.1, Fleet O	, Chapter 6?	✓ Yes	☐ No	
(1	(1) Is there an inventory?				
	(a) When was it last checked? 4/30/09			✓ Yes	☐ No
(2	2) Are the tools located where they can be easily accessed by	the AT when worl	king on vehicles?	✓ Yes	☐ No
	(a) Are they clean and properly maintained?			✓ Yes	□No
	(b) Is there security for the tools when the AT is not present	t?		✓ Yes	□No
	(c) Who has access to the tools?			✓ Yes	□ No
d. Does the AT have the equipment necessary to perform all required tasks?				✓ Yes	□No
(1	) If not, has it been budgeted for and/or ordered?			☐ Yes	✓ No
e. Is	the equipment neat, clean and in good repair?			✓ Yes	☐ No
(1	) Have replacements been planned and budgeted for?			✓ Yes	☐ No
f. Ar	re there additional tools or items of equipment needed?			✓ Yes	☐ No
(1	) Could the AT be more effective if they were available?			✓ Yes	☐ No
(2	2) Can they and/or have they been requisitioned or requested?	)		✓ Yes	☐ No
TIRE	S, PARTS AND SUPPLIES	10-02-09	ACTION REQUIRED None	CORRECTED	)
a. Is	the space provided for parts and supplies adequate?			✓ Yes	☐ No
(1	) If not, can more space be provided?			☐ Yes	□No
(2	s) Is the space neatly and logically organized?			✓ Yes	☐ No
(3	) Is there adequate security?			✓ Yes	□No
(4	) Who has access to the parts/supplies? Sergeants and Auto	o Technicians			
(5	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b. A	re automotive parts and supplies inventoried and maintained in	Fleet Focus (FF)	as required?	✓ Yes	☐ No

#### **AREA MANAGEMENT EVALUATION**

#### FLEET MANAGEMENT

	(a) Is self-service or full-service used? Self	f service.		
	Voyager card for purchase of fuel and appro	oved items in times of emergency.		
		purchasing fuel from service stations in emergencie	✓ Yes s? Each vehicle is e	□ No quipped with a
a.	. Normally, is all fuel used by departmental person command location?	nel dispensed through the fuel facility at the	√ Ves	Пис
7. FL	UEL DISPENSING FACILITY	EVALUATED ACTION REQUI	RED CORRECTE	D
	(1) Who conducted the count?			
h.	. Has the quarterly count of parts, tires, accessorie	es and supplies been conducted?	✓ Yes	□No
	(1) Are all containers (other that the original) con	ntaining hazardous materials properly marked?	✓ Yes	□No
g.	. Are Material Safety Data Sheets (MSDS) posted	as required?	✓ Yes	□No
	(3) Are the provisions of any tire or battery dispo	osal contract being met?	✓ Yes	□No
	(2) Are either tires or batteries being traded to o	ffset installation costs?	☐ Yes	✓ No
	(1) Is the Sale of Discarded Tires/Junk Batteries	s/Used Rotors (CHP 265) sent to prospective bidders	s? \_ Yes	✓ No
f.	How are old tires/batteries disposed of? Used	tire contract and Napa Auto Parts takes old batteries		
	(a) Is the disposition of used tires within pol	licy?	✓ Yes	□No
	(7) Are adequate records maintained for used ti	res?	✓ Yes	□No
	(6) Does it appear tires are being replaced prem	Yes	✓ No	
	(5) Does Area provide motorcycle vendors with	Yes	☑ No	
	(4) Is access to the tires restricted to the AT and	d his/her assistant or backup?	✓ Yes	□No
	(a) How are tires stored? Tires are locked	ed and stored on tire racks in the Area's service bay.		
	(3) Are tires properly safeguarded from theft or	misuse?	✓ Yes	□No
	(a) Are records reviewed by management?		✓ Yes	□No
	(2) Are proper guidelines in place for record kee	eping?	✓ Yes	□No
	(1) Are tire requests properly documented and of Business Services Section?	ordered through the Purchasing Services Unit of	✓ Yes	□No
e.	e. Are adequate records maintained for tires, and a	re all tires accounted for?	✓ Yes	□No
d.	I. Does Area stock parts/supplies purchased by the	Department, and provide them to the vendor for ins	stallation? ✓ Yes	□No
	(1) Are there obsolete parts on hand?		☐ Yes	☑ No
C.	c. Are reasonable numbers of parts/supplies stocke	ed?	✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP	453F (Rev. 6-06) OPI 009		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
C	. Is there an adequate amount of supplies available to officers?	☐ Yes	✓ No
d	. Who fuels the vehicles? Uniformed and non-uniformed personnel		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	☐ No
	(2) Who has access to the keys to lock the meters and the storage tank? Sergeants and Auto Technicians		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Fuel and oil are documented on the daily fu	el log and	the vehicle's
	33 log.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Fuel usage is reconciled on a monthly	y basis and	d compared to
	the usage log generated by the fuel usage computer print out.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? Dispensers are relatively new and have never been	checked b	y State
	Department of Weights and Measures.		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Once a month		
	(2) At what level is it refilled? When the 10,000 gallons fuel tank is down 2800 gallons. (7,200 gallons)		
i.	How does the Area secure the fuel pumps when they are not in use? No. No locks available at the fuel dispense	rs.	
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

8. SAFETY		EVALUATED 10-02-09	ACTION REQUIRED None	CORRECTED	)
a. Does the	Area conduct an inspection of the facility twice each yea	The second second	ards?	✓ Yes	□No
(1) Are th	ne AT's work areas inspected?			✓ Yes	□No
b. Are there	possible unsafe conditions within the AT's work areas?			☐ Yes	☑ No
(1) Is the	shop floor clean and free of any spills?			✓ Yes	□No
(2) Are el	lectrical cords or hoses posing a hazard?			☐ Yes	☑ No
(3) Are fir	re extinguishers charged, inspected and of the proper ty	/pe?		✓ Yes	☐ No
(4) Are a	ny batteries leaking or stored improperly?			☐ Yes	✓ No
(5) Are th	ere loose items on the floor?			✓ Yes	□ No
(6) Is the	bench grinder firmly affixed, and are there safety glass	es available?		✓ Yes	□ No
(a) A	re they worn by the AT?			✓ Yes	□No
(7) Is the	battery charger in a safe place?			✓ Yes	□No
(8) Are m	asks available for AT's to wear when servicing brakes?			✓ Yes	□No
(a) If	yes, are they worn?			✓ Yes	□No
(9) Are ja	ck stands properly utilized?			✓ Yes	□No
c. What is the	e Area occupational safety record as it relates to fleet n	nanagement? Excell	ent. No recordable inju	y during red	ord retention
period.					
(1) Have	any injuries been prevented with an improved safety av	vareness program?		✓ Yes	□No
9. VEHICLE RE	CORDS AND MAINTENANCE	EVALUATED 10-02-09	None	CORRECTED	
a. Are fleet re	ecords logically filed?			✓ Yes	□No
(1) Are the	ey conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
(2) Do file	es contain all required documents?			✓ Yes	□No
(a) If	documents are not in files, where are they located?				
	et Focus (FF) documents comply with the instructions i	n HPM 31.1, Fleet Op	erations Manual?	✓ Yes	□ No
	ocuments legible and complete?			✓ Yes	□No
(2) Who re	eviews the FF reports?				
(3) How is	s the information used in Area's fleet administration?				
c. Is the CHP	424 current?			✓ Yes	□No
(1) Does t	the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CFIF '	433F (Nev. 6-00) OF 1009				
	(2) Have required services been done at the proper mileage?			✓ Yes	□No
d.	. Is the Area using the most effective and economical method of	repairing/maintaining the	fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□ No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	☐ No
	(3) Is work being done by vendors that should be done by the	AT?		☐ Yes	✓ No
	(4) Are there any warranty problems?			✓ Yes	□No
	(a) If so, are they being resolved?			✓ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6) Does the commander or his/her designee review and/or ap	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval	hree years a	ınd approval		
	by Commander's initials.				
e.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			☐ Yes	✓ No
f.	Are fleet operations bulletins maintained and accessible to the A	.T?		✓ Yes	□No
10.	CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	10-02-09	None blems identified?	☐Yes	✓ No
	(1) Have any unauthorized modifications been made on vehicle			Yes	☑ No
11 1	MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	
20.00	MACE 2011 M DECEMBACE COLOR 2010	N/A			
а.			oblems, etc.?	☐ Yes	□ No
	(1) Are the program objectives clearly understood by the comm	ander and supervisors?		☐ Yes	□ No
	(2) Does the Area have an up-to-date SOP relating to motorcy	cle operations?		☐ Yes	□ No
b.	Are motorcycles being deployed in conformance with department	ntal policy and Fleet Oper	ations Bulletins?	Yes	□ No
	(1) Are motorcycles being used on beats with predominantly hi	gh speed problems?		☐ Yes	□No
	(2) Are motorcycles used for special duty officer transportation	?		☐ Yes	☐ No
	(3) Are motorcycles parked at the Area office during vacations	and extended days off?		Yes	□ No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed to	gether?		☐ Yes	□ No
	(1) What system is in place to verify understanding and complia	ance?			
	(2) Are Bulletins discussed with riders?			☐ Yes	□No
	What type of active safety program does the Area have?				
<u>u</u> .	Time type of dollive salety program does the Alea Have!				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

0111	1001	(1.04. 0.05) 01 1 000		
	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
-		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е	. Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g	. Is th	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	☐ No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	 □ No
	(2)	Is there ample supply available?	 ☐ Yes	 □ No
	(3)	Are spare tires available?	 ☐ Yes	 □ No
		Is a battery charger available?	☐ Yes	

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No		
i. What arrangements have been made for servicing and repairing motorcycles?						
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No		
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No		
	(3)	How is repair work verified?				
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No		
		(a) Is a supervisor's permission required?	☐ Yes	□No		
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No		
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?				
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No		
		(a) How often is it used?				
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No		
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No		
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No		
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No		
	(3)	Is service up-do-date?	☐ Yes	□No		
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	Yes	□No		
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No		
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No		
l.		zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No		

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1 of 3

Command:	Division:	Chapter:
Barstow Area	Inland	6
Inspected by:	Date:	
P. Schaeffer, ID	10/02/09	

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the new int shall be utilized to document innovative pro ction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION  Division Level Command Level		Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included
Executive Office Level		10 Hours	9
Follow-up Required:	Forwar	rd to:	
⊠ Yes □ No	Due Da	ate:	
Chapter Inspection: Chapter 6		And the second s	
Inspector's Comments Regard	ding In	novative Practices:	
N/A			2
Command Suggestions for St	atewid	le Improvement:	·
N/A		of S	s s
Inspector's Findings:			
Acting Sergeant P. Schaeffer, operations.	JD 126	17, conducted a command level is	nspection of Fleet Management
Commander's Response:	Concu	r or Do Not Concur (Do Not Conc	eur shall document basis for response)

Findings requiring follow up;

- The Area fuel dispensers were not equipped with locks to prevent usage from unauthorized personnel.
- 2. There were no towel dispensers located at the fuel island.
- 3. The fuel dispensers have not been checked and/or certified for accuracy.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:	
Barstow Area	Inland	6	
Inspected by:		Date:	
P. Schaeffer, ID	12617	10/02/09	

Inspector's Comments:	Shall address non concurrence by commander (e.g.,	findings revised, fi	indings unchanged,
etc.)			

* IPAN-1-1-	
Required Action	- Maring Carlotter and the second
Corrective Action Plan/Timeline	* **

- 1. Area will purchase two locks for dispensers. Keys to dispenser locks will be coupled with ignition keys to ensure each vehicle is equipped with a key to unlock fuel dispenser. Corrective action to be completed within 60 days.
- 2. Towel dispensers will be mounted adjacent to fueling island(s) to ensure there are adequate supplies to clean up small spills and check vehicle fluid levels. Corrective action to be completed within 60 days.
- 3. Above ground fuel tank and dispensers were installed and operational in June 2009. Fuel dispensers will be calibrated/checked for accuracy. Area to coordinate with Facility Section to schedule appointment to ensure dispenser's are certified for accurate dispensing of fuel. Corrective action to be completed within 60 days.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10 /13/09
	MANAWALLEN P. SCHMEPFER	10/13/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	CAN Delt	10129/09
☐ Concur ☐ Do not concur	Se l'anni	10161101

#### STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Needles - 834	Inland - 801	
EVALUATED BY		DATE
A. Grogan, #12636	i	10/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Formal Evaluation   ☑ Informal Evaluation	SUSPENSE DATE	
LOW-UP REQUIRED ☐ Correction Report  ☐ Yes ☑ No  BY	DW Bundley	10-2-09
AREA ADMINISTRATION	EVALUATED ACTION REQUIPED 10/1/2009	CORRECTED
a. Is there a clear line of supervision and accountability for the A	rea's fleet management?	✓ Yes □ No
(1) Is the Area commander involved and informed?		✓ Yes □ No
(a) Does he/she monitor invoices?		✓ Yes  ☐ No
(2) Who is authorized to approve invoices? Sgt. A. Grogan	ı, Lt. D.W. Bradley	
b. What is the background experience of the Automotive Technic	cian (AT)? Mechanic/fabricator for 17 years	prior to state service. 15
years experience as Auto Tech.		
(1) Are sufficient instructions and training provided?		✓ Yes ☐ No
(2) Is he/she a qualified mechanic at journey person level?		☑ Yes ☐ No
(3) Does he/she attend training on new model vehicles?		✓ Yes □ No
(4) Does the AT have good rapport with Area personnel and	vendors?	☑ Yes □ No
(5) Does the AT ensure vehicles are available at shift change	e?	✓ Yes ☐ No
(6) Does the AT periodically attend staff meetings?		✓ Yes
(7) Does the AT have ideas/suggestions for improving the pr	ogram?	✓ Yes  ☐ No
c. How much maintenance work is being done by the AT? Most	t repairs are done by the Auto Tech, some ser	vice and warranty work is
sent to the dealership.		
(1) Is he/she qualified to perform maintenance and minor rep	pairs?	✓ Yes 🗌 No
(a) If these duties are not being performed, why not?		
d. What other duties or responsibilities are placed on the AT?	Assist vendors in facilities maintenance.	
	EVALUATED ACTION REQUIRED	CORRECTED
VEHICLE USE	10/1/2009	
a. How many "E" Class vehicles are assigned to the Area? 17		

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(1) Is there an unmarked patrol vehicle assigned for the comm	nander?			✓ Yes	□ No
	(2) If the number of vehicles assigned is in excess of the form	ula, what justificatio	n has been m	ade? Needle	s has two ex	tra vehicl
	assigned to the area. These two vehicles were assigned by	y Inland Division fo	or the K-9 off	cer and K-9 su	pport office	r position
b.	. Are there procedures in place to ensure there are sufficient vel	hicles available at th	e beginning o	f each shift?	✓ Yes	☐ No
	(1) Are officers allowed to perform minor corrections in order t	to keep the vehicles	on the road?		✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available	ole?			✓ Yes	□ No
C.	. What is the justification for any vehicle kept at employees hom	es after duty hours?	One vehicle	e is assigned to	the K-9 offi	cer. Thre
	vehicles are assigned to the Resident Post Officers. The on-ca	all supervisor each o	lay takes a ve	hicle home.		
d.	. Who does the commander allow to ride in vehicles? Applican	ts in the hiring proc	ess, explorers	te:		
	(1) Do supervisors use the CHP 428, Release and Waiver of	Liability?				□No
	(a) Is the CHP 428 kept for the appropriate period of time				✓ Yes	□No
SI	SERVICE ARRANGEMENTS	10/1/2009	ACTION	REQUIRED	CORRECTE	)
а.	. What vendors are being used for servicing or repairing vehicle	s? Harris Motors,	Needles Ford	, Bradley Ford		
	(1) Are they authorized dealers?				✓ Yes	□No
		These are the only v	endors with in	the area.	✓ Yes	□No
		These are the only v	endors with in	the area.	✓ Yes	□No
					✓ Yes	□ No
	(2) What process was used in selecting a service vendor?				✓ Yes	□ No ☑ No
	(2) What process was used in selecting a service vendor? To the service vendor ve	\$70.00 per hour, Fo				
	<ul> <li>(2) What process was used in selecting a service vendor? The service vendor? The service vendor? The service vendor? The service vendors is a service vendor.</li> <li>(3) What are the hourly rates being charged? Harris Motors is a service vendor.</li> <li>(4) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors.</li> <li>(5) Does the Area constantly change vendors, or work out process.</li> </ul>	\$70.00 per hour, Fo	rd \$100.00 pe		☐ Yes ☑ Yes	☑ No □ No
	<ul> <li>(2) What process was used in selecting a service vendor? The service vendor? The service vendor? The service vendors is the service vendors of the service vendors of the service vendors.</li> <li>(3) What are the hourly rates being charged? Harris Motors is the service vendors of the service vendors.</li> <li>(4) Has the command shopped for the most cost effective vendors, or work out prolong-term relationships?</li> </ul>	\$70.00 per hour, For ndors? oblems in order to m	rd \$100.00 pe	r hour	☐ Yes ☑ Yes ☑ Yes	☑ No ☐ No ☐ No
h	<ul> <li>(2) What process was used in selecting a service vendor? The service of the following service vendor? The service of the following service vendors of the fo</li></ul>	\$70.00 per hour, For ndors? oblems in order to m agement Manual, w	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes ☑ Yes ☑ Yes ☑ Yes	☑ No ☐ No ☐ No ☐ No
b.	<ul> <li>(2) What process was used in selecting a service vendor? The service of the following service vendor? The service of the following service vendors of the fo</li></ul>	\$70.00 per hour, For ndors? oblems in order to m agement Manual, w ted with weekend m	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes ☑ Yes ☑ Yes	☑ No ☐ No ☐ No
b.	<ul> <li>(2) What process was used in selecting a service vendor? The service of the field of th</li></ul>	\$70.00 per hour, For ndors? oblems in order to m agement Manual, w ted with weekend m	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes  ☑ Yes  ☑ Yes ☑ Yes ☑ Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No
b.	<ul> <li>(2) What process was used in selecting a service vendor? The service of the flow of the flow</li></ul>	\$70.00 per hour, For indors? oblems in order to m agement Manual, w ted with weekend m	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	✓ No  No  No  No  No
b.	<ul> <li>(2) What process was used in selecting a service vendor? The service of the fleet is needed on weekends?</li> <li>(3) What are the hourly rates being charged? Harris Motors (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective verdong-term relationships?</li> <li>(5) Does the Area constantly change vendors, or work out prolong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Mander (b) If vehicle availability has been a problem, has Area experimentally what percentage of the fleet is needed on weekends? 500</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most</li> </ul>	\$70.00 per hour, Formodors?  Soblems in order to magement Manual, was ted with weekend manual.	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes	No   No   No   No   No   No   No   No
	<ul> <li>(2) What process was used in selecting a service vendor? The service of the fleet is needed on weekends? (a) What process was used in selecting a service vendors of the fleet is needed on weekends? (b) What percentage of the fleet is needed on weekends? (c) Are there shortages of vehicles on Mondays?</li> <li>(3) What are the hourly rates being charged? Harris Motors of the fleet is needed? Harris Motors of the fleet is needed on weekends? (c) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most of the fleet is needed for maximum enforcement period.</li> </ul>	\$70.00 per hour, Formular to magement Manual, we ted with weekend manual ted with well well we well we will be a second to with which we well we will be a second ted with well well we will be a second ted with well well we will be a second ted with the well well well well well well we will be a second ted with the well well well well well well well we	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes	No   No   No   No   No   No   No   No
	<ul> <li>(2) What process was used in selecting a service vendor? The service of the fleet is needed on weekends?</li> <li>(3) What are the hourly rates being charged? Harris Motors (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective verdong-term relationships?</li> <li>(5) Does the Area constantly change vendors, or work out prolong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Mander (b) If vehicle availability has been a problem, has Area experimentally what percentage of the fleet is needed on weekends? 500</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most</li> </ul>	\$70.00 per hour, Formular to magement Manual, we ted with weekend manual ted with well well well well well well well wel	rd \$100.00 pe aintain good hen making p	r hour	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes	No   No   No   No   No   No   No   No

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

OHI	7001	(Nev. 6-60) CFT 603				
	(2)	) Is the Area's vehicle washing procedure practical and economical?			✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)	) Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5)	) Does the Area have a maintenance worker or janitor wash cars?			☐ Yes	☑ No
	(6)	) Is there any other program that can be of assistance in washing cars?	E		Yes	☑ No
d.	Но	ow do officers report defective equipment? Defects are written on a vel	nicle repair rep	oort that is checked regu	larly by th	e Auto Tech.
	(1)	) Who is authorized to declare a vehicle unsafe for patrol? Initially the	e officer, until	the Auto Tech or super	visor can l	ook at the
		issues.				
		(a) Who determines when a vehicle is safe after repair or checking of	defects? Auto	o Tech		
		(b) Does he/she sign off the report form and indicate what has been of	lone?		✓ Yes	□No
-		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? As long as the car is assigned to the	area.			
		(e) Is there a system in place to check vehicles for defects after high	speed pursuits	s?	✓ Yes	□No
4. M	ILEA	AGE MANAGEMENT EVALUATED 10/1/200		ACTION REQUIRED	CORRECTED	
—— а.	Do	oes Area have a system to ensure equitable mileage accumulation on all			✓ Yes	□No
	(1)	) Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	) Is there an appropriate spread of odometer readings so that vehicles a	re run out at r	egular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			☐Yes	□No
b.	Hov	ow are adjustments to mileage accomplished? The Auto Tech and fleet	supervisor m	onitor mileage each wee	ek and adv	ise the
	off	fficers which vehicles to drive according to any needed adjustments.				
	(1)	) Do field supervisors and officers understand their responsibility in vehic	cle assignmer	its?	✓ Yes	□No
	(2)	) Does the AT understand what is required?			✓ Yes	□No
	(3)	) Does the Area have a "personalized vehicle assignment" program?			☐Yes	✓ No
		(a) If so, how does it effect mileage averaging?				
C.	Hov	ow does the Area project run outs? The mileage is monitored by the At	ito Tech and f	leet supervisor. Notific	ation is ma	ade to FOS as
	req	quired.				
	(1)	ls FOS provided 30-45 days advance notice?			✓ Yes	□No
		OC				

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009				
(2) What has been the condition of vehicles returned to FOS	6? Good			
(3) Are the right equipment options completed?			Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	10/1/2009	ACTION REQUIRED	CORRECTED	
a. Is there adequate space and comfort in the AT office?			✓ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and ma	nuals current?		✓ Yes	□No
(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b. Is the space for working on vehicles adequate?			✓ Yes	□No
(1) Is it clean and organized?			✓ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Flee	✓ Yes	□No		
(1) Is there an inventory?			✓ Yes	□No
(a) When was it last checked?			✓ Yes	□No
(2) Are the tools located where they can be easily accessed	by the AT when working	ng on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?			✓ Yes	□No
(b) Is there security for the tools when the AT is not pres	sent?		√ Yes	□No
(c) Who has access to the tools?			√ Yes	□No
d. Does the AT have the equipment necessary to perform all rec	quired tasks?		✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			✓ Yes	□No
e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f. Are there additional tools or items of equipment needed?			☐ Yes	✓ No
(1) Could the AT be more effective if they were available?			☐ Yes	□No
(2) Can they and/or have they been requisitioned or requeste	ed?		☐Yes	□No
6. TIRES, PARTS AND SUPPLIES	10/1/2009	ACTION REQUIRED	CORRECTE	
a. Is the space provided for parts and supplies adequate?			✓ Yes	□No
(1) If not, can more space be provided?			☐Yes	□No
(2) Is the space neatly and logically organized?			✓ Yes	□No
(3) Is there adequate security?			✓ Yes	□No
(4) Who has access to the parts/supplies? Auto Tech, Serg	geants and Lieutenant			
(5) Are batteries stored in a dry location, off the cement floor	?		✓ Yes	□ No
b. Are automotive parts and supplies inventoried and maintained	d in Fleet Focus (FF) a	s required?	✓ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

J. 11	(1001 (1001 00) 01 1000		
C.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	✓ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Locked on a tire rack in a covered area near the Auto Tech's work area.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	✓ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? The vendor replacing the tires/batteries, disposes of them. Harris mot	ors is a cer	tified
	Hazardous Materials Waste Disposal vendor.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐ Yes	✓ No
	(2) Are either tires or batteries being traded to offset installation costs?	☐Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	☐Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Andrew Avila #12646, confirmed by Sergeant A. Grogan #12636		
7. FL	JEL DISPENSING FACILITY    EVALUATED   ACTION REQUIRED	CORRECTED	0
а.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? The of	ficers are in	nstructed to
	use low octane fuel at self-serve only.		
	(a) Is self-service or full-service used? Self-service		
	.,		

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

СПР	455F (Rev. 6-06) OF1 009		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Officers		
	(1) Are fluids and tires checked during fueling?	√ Yes	□No
e	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Tech, Supervisors and Area C	ommander	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Fuel use log is located at the gas pumps, fu	el dispense	ed is logged
	by the officers. The Auto Tech enters the usage into Fleet Focus.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Officers are reminded to accurately	record fuel	dispensed
	and vehicle mileage.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
	(1) When was the pump meter last checked for accuracy? 07/28/2009		
h.	Is there a contract for fuel?	✓ Yes	□ No
	(1) How often is the fuel supply replenished? Approximately four times a year.		
	(2) At what level is it refilled? 1500 gallons		
Ē i.	How does the Area secure the fuel pumps when they are not in use? The parking lot is secured by fences and au	tomatic cl	osing gates.
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	☐ No

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

8. 8	SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED	
	a. Does the Area conduct an inspection of the facility twice eac	10/1/2009 ch vear to detect safety	hazards?	☑ Yes	
_	(1) Are the AT's work areas inspected?	<u> </u>		 ✓ Yes	
h	o. Are there possible unsafe conditions within the AT's work at	reas?		☐ Yes	
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
-	(3) Are fire extinguishers charged, inspected and of the pro	oper type?		✓ Yes	□No
-	(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
-	(5) Are there loose items on the floor?			☐ Yes	✓ No
-	(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		✓ Yes	□No
-	(a) Are they worn by the AT?			✓ Yes	□No
-	(7) Is the battery charger in a safe place?			✓ Yes	□No
-	(8) Are masks available for AT's to wear when servicing br	akes?		✓ Yes	□No
+	(a) If yes, are they worn?			✓ Yes	□ No
27	(9) Are jack stands properly utilized?			√ Yes	□No
,	c. What is the Area occupational safety record as it relates to	fleet management? Ex	xcellent, no injuries to perso	onnel or dama	age to state
,	equipment.				
	(1) Have any injuries been prevented with an improved saf	fety awareness progran	1?	✓ Yes	□No
9.	VEHICLE RECORDS AND MAINTENANCE	10/1/2009	ACTION REQUIRED	CORRECTED	)
a	a. Are fleet records logically filed?	11	<u> </u>	☑ Yes	□No
	(1) Are they conveniently located and available to the AT a	and supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
<del>)</del>	(a) If documents are not in files, where are they locate	ed?			
-					
b	Do the Fleet Focus (FF) documents comply with the instruc-	tions in HPM 31.1, Flee	et Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Auto Tech and fleet super	ervisor.			
	(3) How is the information used in Area's fleet administration	on? Adjustments are r	nade when needed to incre	ase the efficie	ncy of the
	area fleet.				
c	c. Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns of	or duplicate services?		☐Yes	✓ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	Rev. 6-06) OPI 009				
(2)	Have required services been done at the proper mileage?			✓ Yes	□No
d. Is th	ne Area using the most effective and economical method of re	epairing/maintaining the	leet?	✓ Yes	□No
(1)	Are hourly rates in line with prevailing rates?	Q	1	✓ Yes	□No
(2)	Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
(3)	Is work being done by vendors that should be done by the A	T?		☐ Yes	☑ No
(4)	Are there any warranty problems?			☐Yes	☑ No
	(a) If so, are they being resolved?			Yes	□No
(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
(6)	Does the commander or his/her designee review and/or app	rove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?	Signature and date of	approving	official.
e. Doi	invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	If parts are on invoices, does the vendor give a discount?			☐ Yes	✓No
	fleet operations bulletins maintained and accessible to the A	Γ?		✓ Yes	□No
	DITION OF THE FLEET	10/1/2009	ACTION REQUIRED	CORRECTED	)
a. Usir	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t		lblems identified?	Yes	✓ No
(1)	Have any unauthorized modifications been made on vehicle	s?		☐ Yes	✓ No
1. MOTO		EVALUATED	ACTION REQUIRED	CORRECTED	)
	ORCYCLES	1		CONNECTED	
a. Is th		e deployment, needs, pro	oblems, etc.?	Yes	□No
	ne Area commander involved and kept informed of motorcycle		oblems, etc.?		□ No
(1)	ne Area commander involved and kept informed of motorcycle  Are the program objectives clearly understood by the comma	ander and supervisors?	oblems, etc.?	Yes	
(1)	ne Area commander involved and kept informed of motorcycle	ander and supervisors?		☐ Yes	□No
(1) . (2) b. Are	ne Area commander involved and kept informed of motorcycle Are the program objectives clearly understood by the comma Does the Area have an up-to-date SOP relating to motorcyc motorcycles being deployed in conformance with departmen	ander and supervisors? le operations? tal policy and Fleet Oper		☐ Yes ☐ Yes ☐ Yes	□ No
(1) . (2) b. Are (1)	ne Area commander involved and kept informed of motorcycle Are the program objectives clearly understood by the comma Does the Area have an up-to-date SOP relating to motorcyc	ander and supervisors? le operations? tal policy and Fleet Oper the speed problems?		☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No
(1) . (2) b. Are (1) (2)	ne Area commander involved and kept informed of motorcycle. Are the program objectives clearly understood by the commander the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with department Are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation?	ander and supervisors? le operations? tal policy and Fleet Oper the speed problems?		☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No
(1) (2) b. Are (1) (2) (3)	The Area commander involved and kept informed of motorcycles. Are the program objectives clearly understood by the commander that the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with department are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation?  Are motorcycles parked at the Area office during vacations are	ander and supervisors?  le operations?  tal policy and Fleet Oper the speed problems?  and extended days off?		☐ Yes	No No No No No No
(1) . (2) b. Are (1) (2) (3) c. Are	The Area commander involved and kept informed of motorcycles. Are the program objectives clearly understood by the commander that are have an up-to-date SOP relating to motorcycles being deployed in conformance with department are motorcycles being used on beats with predominantly high are motorcycles used for special duty officer transportation? Are motorcycles parked at the Area office during vacations are the Coperations Bulletins pertaining to motorcycles filed tog	ander and supervisors? le operations? tal policy and Fleet Oper the speed problems? and extended days off? ether?		☐ Yes	No No No No No No No
(1) . (2) b. Are (1) (2) (3) c. Are	The Area commander involved and kept informed of motorcycles. Are the program objectives clearly understood by the commander that the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with department are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation?  Are motorcycles parked at the Area office during vacations are	ander and supervisors? le operations? tal policy and Fleet Oper the speed problems? and extended days off? ether?		☐ Yes	No No No No No No No
(1) . (2) b. Are (1) (2) (3) c. Are (1)	The Area commander involved and kept informed of motorcycles. Are the program objectives clearly understood by the commander that are have an up-to-date SOP relating to motorcycles being deployed in conformance with department are motorcycles being used on beats with predominantly high are motorcycles used for special duty officer transportation? Are motorcycles parked at the Area office during vacations are the Coperations Bulletins pertaining to motorcycles filed tog	ander and supervisors? le operations? tal policy and Fleet Oper the speed problems? and extended days off? ether?		☐ Yes	No No No No No No No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CITE	4001	(Nev. 0-00) Of 1 009		
	(1)	Is there a Defensive Rider Program?	☐Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐Yes	□ No
	(3)	What is the Area's safety record?		
			7.	
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐Yes	□ No :
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	ls tl	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐Yes	□No
	(4)	Is a battery charger available?	☐Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(5)	Is there security and an accurate inventory kept?	☐Yes	□No
i.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□ No
		(a) Is a supervisor's permission required?	☐Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□ No
ع <b>أ</b> نِ	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
,	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	□Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
I.	Utili Are	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Needles	Inland	6
Inspected by:		Date:
Sergeant Allen (	Grogan, #12636	10/01/2009

Division:

Command:

Chapter:
Date:
 40/04/0000

Page 1 of 3

TYPE OF INSPECTION  ☐ Division Level X Commar  ☐ Executive Office Level	Total hours expended on the inspection: 3 hours.	☐ Corrective Action Plan Included☐ Attachments Included☐
Follow-up Required:	Forward to: Inland Division  Due Date: 10/15/2009	
hapter Inspection:	Europe The Street Color Street Color	
mapter mapeetion.		
	egarding Innovative Practices:	
	egarding Innovative Practices:	
	egarding Innovative Practices:	
nspector's Comments Re	egarding Innovative Practices: or Statewide Improvement:	
nspector's Comments Re		
nspector's Comments Re Command Suggestions fo		
nspector's Comments Re Command Suggestions for nspector's Findings:	or Statewide Improvement:	
nspector's Comments Re Command Suggestions for nspector's Findings:		
nspector's Comments Re Command Suggestions for nspector's Findings:	or Statewide Improvement:	
nspector's Comments Re Command Suggestions for nspector's Findings: to items requiring correcti	or Statewide Improvement:  ve action were documented.	of Concur shall document basis for response)
nspector's Comments Re Command Suggestions for nspector's Findings: o items requiring correcti	or Statewide Improvement:	ot Concur shall document basis for response)
nspector's Comments Re Command Suggestions for nspector's Findings: o items requiring correcti	or Statewide Improvement:  ve action were documented.	ot Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Needles	Inland	6
Inspected by:	**	Date:
Sergeant Alle	en Grogan, #12636	10/01/2009

Required Action	
Corrective Action Plan/Timeline	

No items requiring corrective action were documented.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	Sw Dudly	DATE 10/02/2009
	allen Lingson	DATE 10/02/2009
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S SIGNATURE	10-19-09

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Mojave	Inland	830
EVALUATED BY		DATE
Sergeant T. Voi	ng, #16573	10/07/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
Formal Evaluation Informal Evaluation	11/08/09			
FOLLOW-UP REQUIRED Correction Report  Yes No BY	A. D. Witmer, Lt. #1	nc 1451 (Acting Comm))	10/07/20	09
1. AREA ADMINISTRATION	EVALUATED	ACTION REQUIRED	CORRECTED	)
1. AREA ADMINISTRATION	Yes	No		
a. Is there a clear line of supervision and accountability for the Area	a's fleet management?		✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	☐ No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? ATII Jim Uccellin	ni and Sgt. Bill Fullme	(Fleet Sergeant)		
b. What is the background experience of the Automotive Technicia	n (AT)? AS Degree in	Automotive Technolog	y, 10 years	with Dodge/
Honda dealers in Lancaster. CA. 3 years with CHP as AT.				
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?	111 20		✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and ve	ndors?		✓ Yes	□ No
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the progr	ram?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? $80\% \ \mathrm{of}$	all maintenance work.			
(1) Is he/she qualified to perform maintenance and minor repair	s?		✓ Yes	□No
(a) If these duties are not being performed, why not? $N/A$	A			
d. What other duties or responsibilities are placed on the AT? $_{ m No}$	one.			
A VENIOUS NOS	EVALUATED	ACTION REQUIRED	CORRECTE	D
2. VEHICLE USE	Yes	No		
a. How many "E" Class vehicles are assigned to the Area? 20				

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1) Is	there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□ No
	(2) If 1	the number of vehicles assigned is in excess of the formula, what justification has been made? Per HQ,	Area is one	vehicle les
	th	an the formula.		
b	Are the	ere procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□No
	(1) Ar	e officers allowed to perform minor corrections in order to keep the vehicles on the road?	☐ Yes	☑ No
	(a)	) Is there a supply of tools and minor equipment available?	✓ Yes	□No
C	What is	s the justification for any vehicle kept at employees homes after duty hours? On-call sergeants, resident	post officer	S.
d	Who de	oes the commander allow to ride in vehicles? Applicant ride-alongs.		
	(1) Do	o supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
	(a)	Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
3. S	ERVICE	ARRANGEMENTS EVALUATED ACTION REQUIRED Yes No	CORRECTED	)
а	What v	rendors are being used for servicing or repairing vehicles? Keiffe & Sons Ford in Mojave, Econo Lube	and Tune in	Lancaster,
	misc. b	pody shops based on bids.		
		e they authorized dealers?	☑ Yes	□No
	(1) Ar		✓ Yes	□No
	(1) Ar	e they authorized dealers?	☑ Yes	□No
	(1) Ard	e they authorized dealers?	✓ Yes	□ No
	(1) Ard (2) Will (3) Wil	e they authorized dealers?  hat process was used in selecting a service vendor? bids and estimates.	✓ Yes	□ No
	(1) Ard (2) Will (3) Will (a)	e they authorized dealers?  hat process was used in selecting a service vendor? bids and estimates.  hat are the hourly rates being charged? \$75.00		
	(1) Ard (2) Will (3) Will (4) Ha (5) Do	e they authorized dealers?  hat process was used in selecting a service vendor? bids and estimates.  hat are the hourly rates being charged? \$75.00  Are discounts given on parts?	✓ Yes	□No
	(1) Ard (2) Will (3) Will (4) Ha (5) Do	hat process was used in selecting a service vendor? bids and estimates.  hat are the hourly rates being charged? \$75.00  Are discounts given on parts?  as the command shopped for the most cost effective vendors?  best he Area constantly change vendors, or work out problems in order to maintain good	✓ Yes ✓ Yes	□ No
b	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do	hat process was used in selecting a service vendor? bids and estimates.  hat are the hourly rates being charged? \$75.00  Are discounts given on parts?  as the command shopped for the most cost effective vendors?  best he Area constantly change vendors, or work out problems in order to maintain good ing-term relationships?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
b.	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  Are discounts given on parts?  That are the command shopped for the most cost effective vendors?  The set he are a constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The set he AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
b	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do lf vehic (1) Will	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  Are discounts given on parts?  That are the command shopped for the most cost effective vendors?  The set he Area constantly change vendors, or work out problems in order to maintain good ang-term relationships?  The set he AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?  The availability has been a problem, has Area experimented with weekend maintenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
b	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do lf vehic (1) Will (2) Ard	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  Are discounts given on parts?  That is the command shopped for the most cost effective vendors?  The session of the Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The session of the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?  The availability has been a problem, has Area experimented with weekend maintenance?  The shat percentage of the fleet is needed on weekends? 25%	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No
b	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do lf vehic (1) Will (2) Ard (3) If r	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  The Are discounts given on parts?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes	No
	(1) Ard (2) Will (3) Will (4) Ha (5) Do lor (6) Do lf vehic (1) Will (2) Ard (3) If r (a)	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  Are discounts given on parts?  The session of the most cost effective vendors?  The session of the Area constantly change vendors, or work out problems in order to maintain good ong-term relationships?  The session of the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?  The availability has been a problem, has Area experimented with weekend maintenance?  The hat percentage of the fleet is needed on weekends? 25%  The there shortages of vehicles on Mondays?  The more than one AT, are their hours/days scheduled most effectively?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes ☐ Yes ☐ Yes	No
	(1) Are pro	that process was used in selecting a service vendor? bids and estimates.  That are the hourly rates being charged? \$75.00  Are discounts given on parts?  That are the Area constantly change vendors, or work out problems in order to maintain good ang-term relationships?  The set he AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?  The availability has been a problem, has Area experimented with weekend maintenance?  The shat percentage of the fleet is needed on weekends? 25%  The there shortages of vehicles on Mondays?  The percentage of the fleet is needed most effectively?  The percentage of the fleet is needed on weekends?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2)	Is the Area's vehicle washing procedure practical and eco	nomical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐Yes	☑ No
	(3)	Is there more than one car wash facility available?			Yes	☑ No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5)	Does the Area have a maintenance worker or janitor wash	cars?		☐ Yes	☑ No
	(6)	Is there any other program that can be of assistance in wa	shing cars?		Yes	☑ No
	i. Ho	ow do officers report defective equipment? On the Vehicle	Defect Report			
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Officers, sergeants, Aut	omotive Technician		
		(a) Who determines when a vehicle is safe after repair or	checking of defects? Au	tomotive Technician		
		(b) Does he/she sign off the report form and indicate wha	t has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? 3 years				
		(e) Is there a system in place to check vehicles for defect	s after high speed pursui	ts?	✓ Yes	□No
4. N	ЛІLEA	AGE MANAGEMENT	Yes Yes	ACTION REQUIRED	CORRECTE	)
a	. Do	nes Area have a system to ensure equitable mileage accumu	12.77	17.00	_l ✓ Yes	□No
		Are vehicles run out in the same order they are received?	H-,		✓ Yes	□No
	(2)		at vehicles are run out at	regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?	1=		☐ Yes	□No
b	. Ho	w are adjustments to mileage accomplished? Cars that ne	ed mileage are assigned a	as pool cars.		
	(1)	Do field supervisors and officers understand their respons	ibility in vehicle assignme	nts?	✓ Yes	□ No
	(2)				✓ Yes	□No
	(3)		orogram?		✓ Yes	□ No
			ative impact.			
		(-) (-)				
-			111 51			
	. Ho	w does the Area project run outs? 45 days at 95,000 miles	3			
		, , , and is any any system man	30000			
-			-	1100 100		
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No
-	(')					

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Patrol readiness condition		
(3) Are the right equipment options completed?	✓ Yes	☐ No
UTOMOTIVE WORK AREA/EQUIPMENT  EVALUATED Yes  No	CORRECTED	
Is there adequate space and comfort in the AT office?	✓ Yes	☐ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	✓ Yes	□ No
(2) Does the AT maintain a service and flat rate manual?	✓ Yes	□No
Is the space for working on vehicles adequate?	✓ Yes	□ No
(1) Is it clean and organized?	✓ Yes	□ No
Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	□ No
(1) Is there an inventory?	✓ Yes	□ No
(a) When was it last checked? SEPTEMBER 2009	✓ Yes	☐ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?		□No
(b) Is there security for the tools when the AT is not present?	✓ Yes	□No
(c) Who has access to the tools? SWPERVISORS / AT	☐ Yes	□ No
Does the AT have the equipment necessary to perform all required tasks?	✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered? $\nu$	☐ Yes	☐ No
Is the equipment neat, clean and in good repair?	✓ Yes	□No
(1) Have replacements been planned and budgeted for? NIA	☐ Yes	□ No
Are there additional tools or items of equipment needed?	Yes	☑ No
(1) Could the AT be more effective if they were available? N 1A	☐ Yes	□ No
(2) Can they and/or have they been requisitioned or requested? NTA	☐ Yes	☐ No
RES, PARTS AND SUPPLIES  EVALUATED Yes  No	CORRECTED	
Is the space provided for parts and supplies adequate?	✓ Yes	□ No
(1) If not, can more space be provided?	☐ Yes	□No
(2) Is the space neatly and logically organized?	✓ Yes	☐ No
(3) Is there adequate security?	✓ Yes	□ No
(4) Who has access to the parts/supplies? Supervisor/Automotive Technician		
(5) Are batteries stored in a dry location, off the cement floor?	✓ Yes	□ No
Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

-	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	Yes	☑ No
C	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Tire racks in locked facility.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□ No
	(5) Does Area provide motorcycle vendors with a stock of tires? N 1A	☐Yes	□No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Certified waste hauler.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?		□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□ No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□ No
	(1) Who conducted the count? Sergeant Fullmer		
. F	UEL DISPENSING FACILITY  EVALUATED Yes  ACTION REQUIRED Yes	CORRECTED	)
a.		✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyage	er Card	
	(a) Is self-service or full-service used? Self service and the officers are advised to only use 87 octane.		

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
-	(1) Does it need repair or painting?	Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Officers, sergeants, commander, Automotive Technician, Senior Volunteers		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Sergeants		
	(3) Is gasoline measured before and after deliveries?	Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Fuel log.		
	(1) Are records maintained as required?	Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33s are inspected to find the em	or.	
g.	Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
	(1) When was the pump meter last checked for accuracy? Unknown ***ACTION ITEM***		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Every 2 months as needed.		
	(2) At what level is it refilled? 1590 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Behind locked, automatic closing gates.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	√ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

		EVALUATED	ACTION REQUIRED	CORRECTED	));			
8. S	AFETY	Yes	No					
a. Does the Area conduct an inspection of the facility tw		ce each year to detect safe	ty hazards?	✓ Yes	□No			
	(1) Are the AT's work areas inspected?			✓ Yes	□No			
b.	Are there possible unsafe conditions within the AT's we	ork areas?		Yes	☑ No			
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□ No			
	(2) Are electrical cords or hoses posing a hazard?	-1		☐ Yes	☑ No			
	(3) Are fire extinguishers charged, inspected and of the	ne proper type?		☑ Yes	□No			
	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No			
	(5) Are there loose items on the floor?			☐ Yes	☑ No			
	(6) Is the bench grinder firmly affixed, and are there sa	afety glasses available?		✓ Yes	□No			
	(a) Are they wom by the AT?			✓ Yes	□No			
	(7) Is the battery charger in a safe place?			Yes	□No			
	(8) Are masks available for AT's to wear when servicing	ng brakes?		☑ Yes	□No			
	(a) If yes, are they wom?				□No			
	(9) Are jack stands properly utilized?			Yes	□No			
C.	What is the Area occupational safety record as it relates to fleet management? The AT has not suffered any injuries nor have there							
	been any vehicle accidents due to maintenance issues.							
	(1) Have any injuries been prevented with an improved safety awareness program?				□No			
9. V	EHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	No REQUIRED	CORRECTE				
a.	Are fleet records logically filed?			✓ Yes	□No			
	(1) Are they conveniently located and available to the	AT and supervisor?		✓ Yes	□ No			
	(2) Do files contain all required documents?		F-171	✓ Yes	□No			
	(a) If documents are not in files, where are they located?				-			
		·						
b.	Do the Fleet Focus (FF) documents comply with the in:	structions in HPM 31.1, Fle	eet Operations Manual?	✓ Yes	□No			
	(1) Are documents legible and complete?			✓ Yes	☐ No			
	(2) Who reviews the FF reports? Fleet Sergeant							
	(3) How is the information used in Area's fleet adminis							
C.	Is the CHP 424 current?			✓ Yes	□ No			
	(1) Does the CHP 424 reveal any unusual repair patte	erns or duplicate services?		☐ Yes	✓ No			

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2)	Have required services been done at the proper mileage?			✓ Yes	□No
d	d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?				✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?				✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?				✓ Yes	□No
-	(3) Is work being done by vendors that should be done by the AT?			☐ Yes	<b>☑</b> No	
	(4) Are there any warranty problems?			☐Yes	☑ No	
	(a) If so, are they being resolved?			☐Yes	□No	
	(5) Is the credit card being used in lieu of an invoice?				☐ Yes	☑ No
	(6) Does the commander or his/her designee review and/or approve invoices?			✓ Yes	□No	
	(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Only mission critical in				tems are au	thorized.
		Invoices are stamped for approval and signed.				
e.	Do	invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?				✓ Yes	□No
f.	Are	fleet operations bulletins maintained and accessible to the AT	·?		✓ Yes	□No
10.	CON	DITION OF THE FLEET	Yes Yes	No REQUIRED	CORRECTED	
а.	Usi	ing a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	here any patterns or pro	blems identified?	Yes	☑ No
	(1)	Have any unauthorized modifications been made on vehicles	s?		☐ Yes	✓ No
11.	11. MOTORCYCLES EVALUATED N/A ACTION REQUIRED			CORRECTED		
a.	ls t	he Area commander involved and kept informed of motorcycle	e deployment, needs, pr	oblems, etc.?	Yes	□No
	(1)	Are the program objectives clearly understood by the comma	nder and supervisors?		☐ Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycl	e operations?		Yes	□No
b.	Are	motorcycles being deployed in conformance with department	tal policy and Fleet Oper	ations Bulletins?	☐ Yes	□No
	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?		Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?			☐ Yes	□No
	(3)	Are motorcycles parked at the Area office during vacations a	ind extended days off?		Yes	□No
C.	Are	Fleet Operations Bulletins pertaining to motorcycles filed together	ether?		☐Yes	□No
	(1)	What system is in place to verify understanding and complian	nce?			
	(2)	Are Bulletins discussed with riders?			☐ Yes	□No
d.	Wh	at type of active safety program does the Area have?				
		X				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	1001	(1.617.6.56)		
-	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	□Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
е.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	☐Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	□Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	Yes	□No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
	(2)	Is there ample supply available?	☐ Yes	☐ No
	(3)	Are spare tires available?	Yes	□No
	(4)	Is a battery charger available?	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

-	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
-	(1)	Is it satisfactory and cost effective?	☐Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	□Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, httly Motorcycle Inspection List, completed as required?	☐ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.		ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Mojave	Inland	6
Inspected by:		Date:
Sgt. Vong & ATI	I Uccellini	10/7/09

Page 1 of 2

	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the new cument innovative pr	
TYPE OF INSPECTION		Total hours expende	d on the	☐ Corrective Action Plan Included
☐ Division Level ☐ Command L	_evel	inspection: 6		
Executive Office Level				☐ Attachments Included
Executive Office Level				
Follow-up Required:	Forwa	rd to: Inland Division		
	Due D	ate: 11/30/2009		
⊠ Yes □ No				
Chapter Inspection:	15			
Inspector's Comments Regar	rdina Ir	nnovative Practices	6:	
None.				
Command Suggestions for S	tatewio	de Improvement:		
Communication of the communica				
None.				
Inspector's Findings:				
mapector 3 i maniga.				·
_				The ATII took over the position in
				vailable to him to keep the fleet
which is required on an annua		-	entation regardi	ng the calibration of the pumps
Willow to Toquiled Off all allilua	i Dasis	•		
Commander's Response: ⊠	Concu	ır or 🗌 Do Not Cor	ncur (Do Not Cond	cur shall document basis for response)

The ATII will contact Kern County Weights and Measures to ensure the gasoline pumps are calibrated and this will become an Area suspense item.

### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Corrective Action Plan/Timeline

Page 2 of 2

Command:	Division:	Chapter:
Mojave	Inland	6
Inspected by:		Date:
Sgt. Vong &	ATII Uccellini	10/7/09

Inspector's Comments: etc.)	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
I/A	
I/A	

- 1) ATII will contact Kern County Weights and Measures to get the pumps calibrated by November 30, 2009.
- 2) OSSI Sandra Palmer will suspense the requirement to obtain the annual calibration on the pumps for each October.

COMMANDER'S SIGNATURE	DATE
(1 (11)	10/13/09
	101101
INSPECTOR'S SIGNATURE	DATE
11/11	10-13-09
REVIEWER'S SUSMATURE	DATE
A VII	11/19 10
MU	10-11-09
	INSPECTOR'S SIGNATURE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Bishop	Inland	825
EVALUATED BY		DATE
R. E. Underwoo	od. Sergeant	07/22/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		ALUATION al Evaluation 🗔 Infor	mal Evaluation	SUSPENSE DATE	ly .		
		REQUIRED	T T T T T T T T T T T T T T T T T T T	COMMANDER'S REVIEW		DATE	
	Yes	✓No	☐ Correction Report	Constitution of the second			27/09
1. A	REA	ADMINISTRATION	191	EVALUATED Yes	ACTION REQUIRED	CORRECTED N/A	)
a.	ls t	there a clear line of superv	vision and accountability for the Area		140	✓ Yes	□No
	(1)	Is the Area commander	involved and informed?			✓ Yes	□ No
		(a) Does he/she monito	or invoices?			✓ Yes	□No
-	(2)	Who is authorized to app	orove invoices? Area Commander	or Alternate.			
b.	Wh	nat is the background expe	erience of the Automotive Techniciar	n (AT)? The AT was en	aployed as an automotiv	e mechan	ic prior to
	CF	IP employment. He has a	approximately 6 months CHP exper	ience.			
	(1)	Are sufficient instructions	s and training provided?			✓ Yes	□No
	(2)	Is he/she a qualified med	chanic at journey person level?			✓ Yes	□No
	(3)	Does he/she attend train	ing on new model vehicles?			✓ Yes	□No
	(4)	Does the AT have good	rapport with Area personnel and ver	ndors?		√ Yes	□No
	(5)	Does the AT ensure vehi	icles are available at shift change?			✓ Yes	□No
	(6)	Does the AT periodically	attend staff meetings? AT I	S OCC SAFE	TY MEMBER	☐Yes	☑ No
	(7)	Does the AT have ideas/	suggestions for improving the progr			✓ Yes	□No
C.	Hov	w much maintenance work	c is being done by the AT? Mainten	ance consisting of oil ch	anges. brakes, minor rep	oairs. Maj	or repairs
	anc	l warranty work are sent o	out.				
	(1)	Is he/she qualified to per	form maintenance and minor repairs	\$?		✓ Yes	□No
		(a) If these duties are no	ot being performed, why not? N/A	·*			
d.	Wh	at other duties or responsi	ibilities are placed on the AT? The	AT will sometimes assi	st the janitor with heavy	/ lifting an	d driving
	pati	rol vehicles to car wash fo	or cleaning. The AT also transports				
2. VE	HIC	LE USE		EVALUATED Yes	ACTION REQUIRED '	CORRECTED N/A	
a.	Hov	v many "E" Class vehicles	are assigned to the Area? 21 "E" (		500	AL DOCES	jobs.
_							

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

_					
	(1) Is there an unmarked patrol vehicle assigned for the commander?			✓ Yes	□ No
	(2) If the number of vehicles assigned is in excess of the formula, what ju	ustification has	been made?	Number of assigne	d vehicles
	conform to formula.				
b	b. Are there procedures in place to ensure there are sufficient vehicles avail	able at the beg	inning of each sl	nift?	□No
	(1) Are officers allowed to perform minor corrections in order to keep the	vehicles on the	e road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?			✓ Yes	□No
C.	c. What is the justification for any vehicle kept at employees homes after du	ty hours? $_{ m On}$ -	call status of Lo	ne Pine and Death	Valley
	Resident Post officers, and Area and Lone Pine Resident Post sergeants.				
d.	d. Who does the commander allow to ride in vehicles? Perspective CHP ap	plicants, news	media, PSDs, ar	nd office personne	l.
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?			✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time?			☑ Yes	□No
s. S	SERVICE ARRANGEMENTS Yes	D	ACTION REQUIRED	CORRECTE N/A	D
a.	a. What vendors are being used for servicing or repairing vehicles? Eastern	a Sierra Motors	12000		Auto Body
	(body work), Millers Towing (service Lone Pine Resident Post vehicles)				
	(1) Are they authorized dealers? FASTERN SLERRA		SONU	y ☐ Yes	☑ No
	(1) Are they authorized dealers? EASTERN SIERRAY (2) What process was used in selecting a service vendor? Eastern Sier	Motor			
		Mo To?? ra Motors (For	d) for warranty	service on class "I	
	(2) What process was used in selecting a service vendor? Eastern Sier	ra Motors (For 's Towing for I	d) for warranty : PRP non-warra	service on class "I nty service.	E" vehicles.
	(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller	ra Motors (For 's Towing for I	d) for warranty : PRP non-warra	service on class "I nty service.	E" vehicles.
	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller</li> <li>(3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern Sierra Auto Body for non-warranty auto body repair service.</li> </ul>	ra Motors (For 's Towing for I	d) for warranty : PRP non-warra	service on class "I nty service. 1 a \$62.00 rate, 20	E" vehicles. % parts)
	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or</li> </ul>	ra Motors (For 's Towing for I	d) for warranty : .PRP non-warra recently offered	service on class "Inty service.  I a \$62.00 rate, 20  Z Yes  Y Yes	e" vehicles. % parts) □ No □ No
	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> </ul>	ra Motors (For Insierra Motors	d) for warranty : .PRP non-warra recently offered	service on class "Inty service. I a \$62.00 rate, 20  Yes Yes Yes	% parts)  No  No
	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management M.</li> </ul>	ra Motors (For In sierra Motors	d) for warranty : .PRP non-warra recently offered good aking purchases	service on class "Inty service.  I a \$62.00 rate, 20  V Yes  V Yes  V Yes  V Yes	e" vehicles. % parts) □ No □ No
b.	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Most relationship that the problem is a problem, has Area experimented with well that the command shopped for the most cost effective vendors?</li> </ul>	ra Motors (For In sierra Motors	d) for warranty : .PRP non-warra recently offered good aking purchases	service on class "Inty service. I a \$62.00 rate, 20  Yes Yes Yes	% parts)  No  No
b.	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management M.</li> </ul>	ra Motors (For In sierra Motors	d) for warranty : .PRP non-warra recently offered good aking purchases	service on class "Inty service.  I a \$62.00 rate, 20  V Yes  V Yes  V Yes  V Yes	% parts)  No  No
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b.	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Mod. If vehicle availability has been a problem, has Area experimented with weel (1) What percentage of the fleet is needed on weekends? 50%</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ul>	ra Motors (For Is Towing for In sierra Motors) rder to maintain anual, when maintenanual, when maintenanual m	d) for warranty : .PRP non-warra recently offered good aking purchases	service on class "Inty service.  I a \$62.00 rate, 20  Yes Yes Yes Yes Yes Yes Yes Yes	% parts)  No No No No No
	<ul> <li>(2) What process was used in selecting a service vendor? Eastern Sier Sierra Auto Body for non-warranty auto body repair service. Miller (3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in or long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Modulity of the service of the fleet is needed on weekends? 50%</li> <li>(1) What percentage of the fleet is needed on weekends? 50%</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most effectively?</li> </ul>	ra Motors (For Is Towing for In sierra Motors) rder to maintain anual, when maintenanual, when maintenanual m	d) for warranty : .PRP non-warra recently offered good aking purchases	service on class "I nty service.  I a \$62.00 rate, 20  ✓ Yes  ✓ Yes	Wehicles.  Wehicles.  No No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **AREA MANAGEMENT EVALUATION**

### **FLEET MANAGEMENT**

	(2	2) Is	the Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3	3) Is	there more than one car wash facility available?			✓ Yes	□No
	(4	) Ar	e vehicles being excessively washed or detailed?			☐ Yes	✓ No
-	(5	i) Do	es the Area have a maintenance worker or janitor wash c	ars?		☐ Yes	☑ No
	(6	i) Is	here any other program that can be of assistance in wash	ing cars?		☐ Yes	✓ No
	d. H	ow do	officers report defective equipment? Vehicle complain	t log in briefing room; re	eport it directly to a supe	ervisor or A	Auto Tech.
	(1	) WI	no is authorized to declare a vehicle unsafe for patrol? A	any driver.			
		(a)	Who determines when a vehicle is safe after repair or ch	necking of defects? Auto	Tech.		
		(b)	Does he/she sign off the report form and indicate what h	as been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? 3 years, plus current.				
		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	?	✓ Yes	□No
4.	MILE	AGE	MANAGEMENT	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED N/A	
a	a. D	oes A	rea have a system to ensure equitable mileage accumulat	tion on all vehicles?		✓ Yes	□No
	(1	) Are	vehicles run out in the same order they are received?	PESIDENT POST	VEH'S VARY	Yes	✓ No
			here an appropriate spread of odometer readings so that			✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?	NIA		Yes	□No
t	). Н	ow ar	e adjustments to mileage accomplished? Vehicles are re		rd to compensate for mi	lage adjus	tments.
	(1	) Do	field supervisors and officers understand their responsibil	ity in vehicle assignment	s?	✓ Yes	□No
	(2	) Do	es the AT understand what is required?			✓ Yes	□No
	(3	) Do	es the Area have a "personalized vehicle assignment" pro	gram?		☐ Yes	✓ No
		(a)	If so, how does it effect mileage averaging? N/A.				
C	:. Но	ow do	es the Area project run outs? By averaging monthly mil	age rates.			
	(1)	) Is F	OS provided 30-45 days advance notice?			✓ Yes	□No

### **AREA MANAGEMENT EVALUATION**

#### **FLEET MANAGEMENT**

_	(	2) W	hat has been the condition of vehicles returned to FOS?	Vehicles are ret	urned to FOS in good co	ndition.	
	1	2) Ar	re the right equipment options completed?			✓ Yes	
	- (-	3) AI	e the right equipment options completed?	TEVALUATED	ACTION REQUIRED	CORRECTED	
5.	AUT	гомо:	TIVE WORK AREA/EQUIPMENT	Yes	No	N/A	
	a. I	s there	e adequate space and comfort in the AT office?			✓ Yes	□No
	(	1) Is	the office arranged neatly, and are all bulletins and manu	als current?		✓ Yes	□No
	(	2) Do	pes the AT maintain a service and flat rate manual?			✓ Yes	□No
!	o. I	s the s	space for working on vehicles adequate?			Yes	□No
	(	1) Is	it clean and organized?			✓ Yes	□No
	c. C	Does th	he AT have the supply of tools listed in HPM 31.1, Fleet C	Operations Manu	al, Chapter 6?	✓ Yes	□No
	(	1) Is	there an inventory?			Yes	□No
6		(a)	) When was it last checked? MAY 7, 2	009		√ Yes	□No
	(2	2) Ar	e the tools located where they can be easily accessed by		rking on vehicles?	✓ Yes	□No
		(a)	Are they clean and properly maintained?			√ Yes	□No
		(b)	Is there security for the tools when the AT is not preser	nt?		✓ Yes	□No
		(c)	Who has access to the tools?	, BACKUA	IS OFCR JO	Yes Yes	□No
(	d. [	Does th	he AT have the equipment necessary to perform all requir	red tasks?		✓ Yes	□No
	('	1) If r	not, has it been budgeted for and/or ordered?	A		☐ Yes	□No
6	e. Is	s the e	equipment neat, clean and in good repair?			✓ Yes	□No
	('	1) Ha	ave replacements been planned and budgeted for?			✓ Yes	□No
f	. А	re ther	re additional tools or items of equipment needed?			☐Yes	☑ No
	(*	1) Co	ould the AT be more effective if they were available? 📉	IA		☐ Yes	□No
	(2	2) Ca	an they and/or have they been requisitioned or requested?	?		☐ Yes	□No
6.	ΓIRE	S, PA	ARTS AND SUPPLIES	Yes	No ACTION REQUIRED	N/A	
á	a. Is	s the s	space provided for parts and supplies adequate?		-	✓ Yes	□No
	(1	1) If n	not, can more space be provided?			☐ Yes	□No
	(2	2) Is t	the space neatly and logically organized?			✓ Yes	□No
	(3	3) ls t	there adequate security?			√ Yes	□No
	(4	4) Wh	no has access to the parts/supplies? Auto Tech, sergea	nts.			
	(5	5) Are	e batteries stored in a dry location, off the cement floor?			√ Yes	□No
ŀ			tomotive parts and supplies inventoried and maintained in	Fleet Focus (FF	) as required?	✓ Yes	□No
L	,. A	ii e aut	comotive parts and supplies inventoried and maintained in	i i icci i ocus (i i	, ao regamea :	<u>M</u> 162	

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

С	. Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
d	. Does Area stock parts/supplies purchased by the Department, and	provide them to the v	endor for installation?	✓ Yes	□No
е	. Are adequate records maintained for tires, and are all tires account	ted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through th Business Services Section?	e Purchasing Services	Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			√ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) How are tires stored? On open racks in accessible gara	age bay. Tires are sec	ared to racks by chains	and padloc	ks.
	(4) Is access to the tires restricted to the AT and his/her assistant	or backup?		✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	NIA		□Yes	□No
	(6) Does it appear tires are being replaced prematurely?			☐Yes	✓ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	How are old tires/batteries disposed of? Contracted vendors.				
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CH	P 265) sent to prospe	ctive bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation co	osts?		✓ Yes	☐ No
	(3) Are the provisions of any tire or battery disposal contract being	met?		Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□ No
	(1) Are all containers (other that the original) containing hazardous	s materials properly ma	arked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies be	en conducted?		✓ Yes	□No
	(1) Who conducted the count? Usually completed by Auto Tech	and assigned sergeant	,		
FI	IFI DISPENSING FACILITY	VALUATED CS	ACTION REQUIRED	CORRECTED N/A	)
а.	Normally, is all fuel used by departmental personnel dispensed throcommand location?	5,411	11000000	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel fro	om service stations in e	emergencies? Voyage	r credit ca	rd used.
	(a) Is self-service or full-service used? Self service.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	☑ No
3	(6) Is the lighting adequate?	√ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	☐ No
c.	. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	. Who fuels the vehicles? Personnel driving them.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	√ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Tech and sergeants.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Gas log maintained at gas pumps. Each Vel	hicle's CF	IP 33 book.
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?	ET 1	rocus
A	NO BRONGHT TO ATTENTION OF COMMANDER, CHECK	33	BOOKS
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? No Accuracy CHECK		
Ha		s Pu	r In.
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Once a quarter.		
	(2) At what level is it refilled? At 1500 gallons to a max of 9500 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Pumps are not secured, padlocks can be app	olied if neo	eded.
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

8. S	AFETY	Yes	ACTION REQUIRED	CORRECTED N/A	)
a	Does the Area conduct an inspection of the facility twice ea			✓ Yes	□No
7	(1) Are the AT's work areas inspected?			√ Yes	□No
b.	Are there possible unsafe conditions within the AT's work at	reas?		☐ Yes	✓ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	☐ No
-	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
-	(3) Are fire extinguishers charged, inspected and of the pro-	oper type?		Yes	□No
	(4) Are any batteries leaking or stored improperly?			Yes	✓ No
	(5) Are there loose items on the floor?			☐ Yes	✓ No
-	(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		✓ Yes	□No
	(a) Are they wom by the AT?			√ Yes	□No
	(7) Is the battery charger in a safe place?			√ Yes	□No
	(8) Are masks available for AT's to wear when servicing br	akes?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
	(9) Are jack stands properly utilized?			✓ Yes	□No
C.	What is the Area occupational safety record as it relates to	fleet management?	The last Auto Tech had a sei	ious medical	condition that
	caused his collapse and subsequent death while at work. C	Current Auto Tech reco	ently strained his lower back	lifting a case	of oil.
	(1) Have any injuries been prevented with an improved saf	fety awareness progra	m?	✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	Yes	No REQUIRED	CORRECTED N/A	)
а.	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT a	and supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they locate	d?			
b.	Do the Fleet Focus (FF) documents comply with the instruct	tions in HPM 31.1, Fle	et Operations Manual?	✓ Yes	☐ No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports?	s / Dunsa	ON AUDITS		
	(3) How is the information used in Area's fleet administration		INVENTORY,	PARTE	•
	MAINTENANCE AND OPE	MATING C			)
С.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns of	or duplicate services?		☐ Yes	☑ No

### AREA MANAGEMENT EVALUATION **FLEET MANAGEMENT**

(2) Have required services been done at the proper mileage?			✓ Yes	□No
. Is the Area using the most effective and economical method of	repairing/maintaining th	e fleet?	✓ Yes	□No
(1) Are hourly rates in line with prevailing rates?		✓ Yes	□No	
(2) Does the AT refer to manuals for invoice cost information?		✓ Yes	□No	
(3) Is work being done by vendors that should be done by the		☐ Yes	☑ No	
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved?		☐ Yes	□No	
(5) Is the credit card being used in lieu of an invoice?				☑ No
(6) Does the commander or his/her designee review and/or ap	prove invoices?	-	✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	? Signature and date.		
Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
Are fleet operations bulletins maintained and accessible to the A	T?		Yes	□No
CONDITION OF THE FLEET	Yes	ACTION REQUIRED No	CORRECTED N/A	K.
Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or p	roblems identified?	☐ Yes	✓ No
(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	✓ No
MOTORCYCLES	No Evaluated	ACTION REQUIRED N/A	N/A	
Is the Area commander involved and kept informed of motorcyc	ele deployment, needs,	problems, etc.?	☐Yes	□No
(1) Are the program objectives clearly understood by the comm	ander and supervisors		□Yes	□ No
(2) Does the Area have an up-to-date SOP relating to motorcy	cle operations?		☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcy  Are motorcycles being deployed in conformance with department				□ No
	ntal policy and Fleet Or		Yes	
Are motorcycles being deployed in conformance with departme	ntal policy and Fleet Or		☐ Yes	□No
Are motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly hi	ntal policy and Fleet Op igh speed problems?	perations Bulletins?	☐ Yes ☐ Yes ☐ Yes	□ No
Are motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly hi  (2) Are motorcycles used for special duty officer transportation	ntal policy and Fleet Op igh speed problems? ? and extended days off	perations Bulletins?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No
Are motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly hi  (2) Are motorcycles used for special duty officer transportation  (3) Are motorcycles parked at the Area office during vacations	ntal policy and Fleet Opingh speed problems?  and extended days off gether?	perations Bulletins?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No
Are motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly hi  (2) Are motorcycles used for special duty officer transportation  (3) Are motorcycles parked at the Area office during vacations  Are Fleet Operations Bulletins pertaining to motorcycles filed to	ntal policy and Fleet Opingh speed problems?  and extended days off gether?	perations Bulletins?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No
Are motorcycles being deployed in conformance with departme  (1) Are motorcycles being used on beats with predominantly hi  (2) Are motorcycles used for special duty officer transportation  (3) Are motorcycles parked at the Area office during vacations  Are Fleet Operations Bulletins pertaining to motorcycles filed to	ntal policy and Fleet Opingh speed problems?  and extended days off gether?	perations Bulletins?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No
	. Is the Area using the most effective and economical method of  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (5) Is the credit card being used in lieu of an invoice?  (6) Does the commander or his/her designee review and/or ap  (a) If so, is there a threshold limit, and how is the approval  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the A  CONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are  (1) Have any unauthorized modifications been made on vehicle  MOTORCYCLES  Is the Area commander involved and kept informed of motorcycles	Is the Area using the most effective and economical method of repairing/maintaining the (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT?  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (5) Is the credit card being used in lieu of an invoice?  (6) Does the commander or his/her designee review and/or approve invoices?  (a) If so, is there a threshold limit, and how is the approval indicated on the invoice.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or part of the	. Is the Area using the most effective and economical method of repairing/maintaining the fleet?  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT?  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (5) Is the credit card being used in lieu of an invoice?  (6) Does the commander or his/her designee review and/or approve invoices?  (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Signature and date.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?  (1) Have any unauthorized modifications been made on vehicles?  MOTORCYCLES  No  ACTION REQUIRED No  No  ACTION REQUIRED No  No  No  ACTION REQUIRED No  No  No  ACTION REQUIRED No  No  No  No  No  No  No  No  No  No	Is the Area using the most effective and economical method of repairing/maintaining the fleet?  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT?  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (b) Is the credit card being used in lieu of an invoice?  (c) Does the commander or his/her designee review and/or approve invoices?  (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Signature and date.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount?  Are fleet operations bulletins maintained and accessible to the AT?  CONDITION OF THE FLEET  Yes  (1) Have any unauthorized modifications been made on vehicles?  MOTORCYCLES  No  ACTION REQUIRED N/A  CORRECTED N/A

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	(1.01.0.0.0)		
	(1) Is there a Defensive Rider Program?	Yes	□No
	(2) Is there a sufficient number of CMTOs?	Yes	□ No
	(3) What is the Area's safety record?		
	/		
	(a) How does it compare with Division and statewide rates?		
	(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
	(a) Are mandatory exercises being conducted?	☐ Yes	☐ No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are emergency radio repairs made at the office or at the radio shop?		
	(1) Are the arrangements satisfactory?	☐ Yes	□ No
	(2) Is the repair person proficient?	☐ Yes	□No
	(3) Is service available on weekends?	☐ Yes	□No
	(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5) Are any motorcycles being operated with radios in a detective condition?	☐ Yes	□No
	(6) Are any repairs being done by riders?	☐ Yes	□No
	(7) Does the Area swap radios with idle units to reduce down time?	Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section	on?	□ No
g.	Is there adequate space to park and/or store motorcycles?	☐Yes	□No
	(1) Is safety compromised?	☐Yes	□No
	(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☐ No
	(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4) Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☐ No
	(5) When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
	(a) Has it been inspected and approved?	☐ Yes	□ No
	(b) Are records of the approval on file?	☐Yes	□No
h.	Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	or Yes	□No
	(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2) Is there ample supply available?	☐ Yes	□No
	(3) Are spare tires available?	☐ Yes	□No
	(4) Is a battery charger available?	☐ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	□Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3)	Is service up-do-date?	☐Yes	□No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	☐Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
I.		ring the CHP 184. Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□No

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Bishop Area	Inland	6
Inspected by:		Date:
Sergeant Rich	Underwood	07/22/2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.					
TYPE OF INSPECTION  Division Level X Command Le  Executive Office Level	evel	Total hours expended on the inspection: 6 Hours	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Forwa				
Chapter Inspection:	4-14-15		Minute a representation of the sign		
Inspector's Comments Regar	ding li	nnovative Practices:			
Inspector has not identified an	y disc	repancies. Area follows policy and	proper procedures.		
Command Suggestions for S	Command Suggestions for Statewide Improvement:				
Bishop Area adheres to policy servicing of fleet vehicles.	and o	ccupational safety practices consis	stent with the maintenance and		
Inspector's Findings:					
Bishop Area supervisors conduct quarterly tire and parts audits. The Auto Tech II has been an employee for approximately six months. The Auto Tech II is a member of the occupational safety committee. He is an excellent mechanic, efficient in his duties, maintains a clean and safe work environment, and immediately addresses vehicle deficiencies.					
Commander's Response: ☑	Conc	ır or 🗌 Do Not Concur (Do Not Cond	ur shall document basis for response)		
Commander assumes responsibility for the Bishop Command and ensures policies and procedures are					

CHP 680A (Rev. 02-09) OPI 010

adhered to.

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	Ī
Bishop Area	Inland	6	
Inspected by:		Date:	
Sergeant Rich	Underwood	07/22/2009	

Page 2 of 2

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

Commander or alternate review and approve all invoices for service provided, parts and tires.

Required Action	
The state of the s	
Corrective Action Plan/Timeline	

None

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 07/22/2009
(Occ 111 W 3.1, Onapter o loi appear procession)	INSPECTOR'S SIGNATURE	DATE 07/22/2009
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	8/17/09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

**FLEET MANAGEMENT** 

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Bridgeport	Inland	820
EVALUATED BY	,	DATE
Sgt. R. Whitehead	1	07/06/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	of evaluation Formal Evaluation	aluation	SUSPENSE DATÉ			
_	OWALIE RECUIRED	orrection Report	COMMANDER'S REVIEW	Bull	7-14-	55
1. A	REA ADMINISTRATION		EVALUATED 07/06/2009	ACTION REQUIRED	CORRECTED	
a.	. Is there a clear line of supervision a	nd accountability for the	Area's fleet managemer	it?	✓ Yes	□No
	(1) Is the Area commander involve	d and informed?			✓ Yes	□No
	(a) Does he/she monitor invoid	ces?			✓ Yes	□No
	(2) Who is authorized to approve in	voices? Lieutenants a	and Sergeants.			
b.	What is the background experience	of the Automotive Tech	nician (AT)? Thomas R	ickner, 10 years Motor T	ransport Serv	ice, and 5
	years as a Automotive Technician I	I.				
	(1) Are sufficient instructions and tr	aining provided?			✓ Yes	☐ No
	(2) Is he/she a qualified mechanic	at journey person level?			✓ Yes	□ No
	(3) Does he/she attend training on	new model vehicles?			☐ Yes	✓ No
	(4) Does the AT have good rapport	with Area personnel an	d vendors?		✓ Yes	□No
	(5) Does the AT ensure vehicles ar	e available at shift chan	ge?		✓ Yes	□No
	(6) Does the AT periodically attend	staff meetings?			☐ Yes	✓ No
	(7) Does the AT have ideas/sugges	stions for improving the p	program?		☐ Yes	✓ No
c.	How much maintenance work is beir	ng done by the AT? Oil	changes, transmission se	ervice, tire changes, brak	e pad replace	nent, hose
	and belt replacement and electrical	repairs.				
	(1) Is he/she qualified to perform m	aintenance and minor re	epairs?		✓ Yes	□No
	(a) If these duties are not being	g performed, why not?	N/A			
d.	What other duties or responsibilities	are placed on the AT?	AT is required for data	entries into "Fleet Anyw	here" comput	er programs,
	scheduling of service, shuttling cars	for service and picking	up new cars.			
2. VI	EHICLE USE	(1-3) = 1 = 1 = 1	07/06/2009	ACTION REQUIRED	CORRECTED	<b>X</b> u
а.	How many "E" Class vehicles are as	signed to the Area? 13			1	

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the	e commander?		✓ Yes	☐ No
	(2) If the number of vehicles assigned is in excess of th	e formula, what justification	has been made? N/A		
b.	. Are there procedures in place to ensure there are sufficient	ent vehicles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in	order to keep the vehicles of	on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment	available?		✓ Yes	☐ No
c.	What is the justification for any vehicle kept at employees	s homes after duty hours?	Officer's equipment and v	ehicle must l	e readily
	accessible and available for response to emergency and	after hour call-outs from re	sidence.		
d.	. Who does the commander allow to ride in vehicles? Pul	blic interested in law enforce	cement as a career.		
	(1) Do supervisors use the CHP 428, Release and Wain	ver of Liability?		✓ Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period of	of time?		✓ Yes	□No
SE	ERVICE ARRANGEMENTS	07/06/2009	ACTION REQUIRED	CORRECTED	)
	What vendors are being used for servicing or repairing v				
a.		enicies? Haroid Ford			
а.	What verilled are serilly used for servicing of repairing v	enides? Harold Ford			
a.	(1) Are they authorized dealers?	enicies: Harold Ford		✓ Yes	□No
а.	(1) Are they authorized dealers?		ıler.	✓ Yes	□No
a.			ıler.	✓ Yes	□No
a.	(1) Are they authorized dealers?		ıler.	✓ Yes	□No
a.	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendo</li></ul>		ıler.	✓ Yes	□ No
a.	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendo</li><li>(3) What are the hourly rates being charged? \$84.00</li></ul>	or? Closest competent dea	iler.		
a.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor</li> <li>(3) What are the hourly rates being charged? \$84.00</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective</li> </ul>	or? Closest competent dea		<b></b> ✓ Yes	□No
а.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor</li> <li>(3) What are the hourly rates being charged? \$84.00</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective</li> </ul>	or? Closest competent dea		<b></b> ✓ Yes	□No
а.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor</li> <li>(3) What are the hourly rates being charged? \$84.00</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective</li> <li>(5) Does the Area constantly change vendors, or work of</li> </ul>	or? Closest competent dea ve vendors? out problems in order to mai	ntain good	✓ Yes ✓ Yes	□ No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? \$84.00</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> </ul>	or? Closest competent dea we vendors? out problems in order to mai s Management Manual, whe	intain good en making purchases?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? \$84.00 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials.</li> </ul>	or? Closest competent dea we vendors? out problems in order to mai s Management Manual, who rimented with weekend mai	intain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? \$84.00         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials.</li> <li>If vehicle availability has been a problem, has Area expense.</li> </ol>	or? Closest competent dea we vendors? out problems in order to mai s Management Manual, who rimented with weekend mai	intain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? \$84.00 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials.</li> <li>If vehicle availability has been a problem, has Area expertation.</li> <li>(1) What percentage of the fleet is needed on weekends.</li> </ul>	or? Closest competent dea we vendors? out problems in order to mai is Management Manual, whe rimented with weekend mai is? 100%	intain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No
	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor.</li> <li>(3) What are the hourly rates being charged? \$84.00         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effection.</li> <li>(5) Does the Area constantly change vendors, or work of long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials.</li> <li>If vehicle availability has been a problem, has Area experimental of the fleet is needed on weekends.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ol>	ve vendors?  out problems in order to main sometimented with weekend mains? 100%  most effectively?	intain good en making purchases? ntenance? N/A	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes	No No No No No No
b.	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor.</li> <li>What are the hourly rates being charged? \$84.00         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>Has the command shopped for the most cost effection.</li> <li>Does the Area constantly change vendors, or work of long-term relationships?</li> <li>Does the AT adhere to policy in HPM 11.2, Materials.</li> <li>If vehicle availability has been a problem, has Area experimental of the fleet is needed on weekends.</li> <li>Are there shortages of vehicles on Mondays?</li> <li>If more than one AT, are their hours/days scheduled.</li> </ol>	ve vendors?  out problems in order to mains Management Manual, when the rimented with weekend mains? 100%  most effectively?	intain good en making purchases? ntenance? N/A	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

· · · ·		1.101	10 00, 01 1000				
	(2	) Ist	the Area's vehicle washing procedure practical and econor	mical?		✓ Yes	□ No
=		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
	(3	) Ist	there more than one car wash facility available?			☐ Yes	✓ No
	(4	) Аге	e vehicles being excessively washed or detailed?	· · · · · · · · · · · · · · · · · · ·	( <u>d</u>	☐ Yes	☑ No
	(5	) Do	es the Area have a maintenance worker or janitor wash ca	ars?	N.	✓ Yes	□ No
	(6	) Is t	there any other program that can be of assistance in wash	ing cars?		☐ Yes	✓ No
d	. Н	ow do	o officers report defective equipment? They report defec	ts on the Area's Defectiv	e Report Sheet.		
-	(1	) Wh	no is authorized to declare a vehicle unsafe for patrol? T	he vehicle's driver.			
-							
-		(a)	Who determines when a vehicle is safe after repair or ch	necking of defects? The	Auto Tech.		
		(b)	Does he/she sign off the report form and indicate what h	as been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? 3 years				
		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	?	✓ Yes	□No
4. N	IILE	AGE	MANAGEMENT	EVALUATED 07-06-2009	ACTION REQUIRED	CORRECTED	
а	. D	oes A	rea have a system to ensure equitable mileage accumula			✓ Yes	□No
	(1	) Are	e vehicles run out in the same order they are received?			✓ Yes	□No
	(2	) Ist	there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□ No
		(a)	If not, can adjustments be made to accomplish this?	N/A	۸	☐ Yes	□No
b	. Н	ow ar	e adjustments to mileage accomplished? High mileage	vehicle's are placed at th	e top left comer of the k	cey board.	These
	V	ehicle	e's are the first to be used.				
-	(1	) Do	field supervisors and officers understand their responsibi	lity in vehicle assignmen	ts?	✓ Yes	☐ No
-	(2	) Do	es the AT understand what is required?			✓ Yes	☐ No
	(3	) Do	es the Area have a "personalized vehicle assignment" pro	ogram?		✓ Yes	☐ No
			If so, how does it effect mileage averaging? It helps ke		nileage range, if the vel	hicle gets ı	ised too
			much or too little adjustments are made.				
			-				
	H	ow do	pes the Area project run outs? At 90,000 miles the AT so	ends in the projection of	a run out to FOS.		
-	(1	) Is i	FOS provided 30-45 days advance notice?			✓ Yes	□No
	,						

# AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

11 100+ 11	v. 0-00) OF 1 009				
(2) W	hat has been the condition of vehicles returned to FOS?	Good condition.			
(3) A	re the right equipment options completed?			✓ Yes	☐ No
AUTOMO	TIVE WORK AREA/EQUIPMENT	07-07-2009	ACTION REQUIRED	CORRECTED	
a. Is ther	e adequate space and comfort in the AT office?	-		✓ Yes	□No
(1) Is	the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	□No
(2) D	pes the AT maintain a service and flat rate manual?			✓ Yes	□No
b. Is the	space for working on vehicles adequate?			✓ Yes	□No
(1) Is	it clean and organized?			✓ Yes	□No
c. Does	he AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, C	Chapter 6?	✓ Yes	□No
(1) İs	there an inventory?			✓ Yes	□No
(a	) When was it last checked?			✓ Yes	□ No
(2) A	re the tools located where they can be easily accessed by	the AT when workin	g on vehicles?	✓ Yes	□ No
(a	) Are they clean and properly maintained?			✓ Yes	□ No
(b	) Is there security for the tools when the AT is not presen	t?		✓ Yes	□ No
(c	) Who has access to the tools?			✓ Yes	□ No
d. Does	he AT have the equipment necessary to perform all requir	red tasks?		✓ Yes	□ No
(1) If	not, has it been budgeted for and/or ordered?		N/A	☐ Yes	□No
e. Is the	equipment neat, clean and in good repair?			✓ Yes	□ No
(1) H	ave replacements been planned and budgeted for?			☐ Yes	✓ No
f. Are the	ere additional tools or items of equipment needed?			☐ Yes	✓ No
(1) C	ould the AT be more effective if they were available?		N/A	☐ Yes	✓ No
(2) C	an they and/or have they been requisitioned or requested?	?	N/A	☐ Yes	□No
TIRES, P.	ARTS AND SUPPLIES	07-07-2009	ACTION REQUIRED	CORRECTED	)
a. Is the	space provided for parts and supplies adequate?			✓ Yes	☐ No
(1) If	not, can more space be provided?		N/A	☐ Yes	□ No
(2) Is	the space neatly and logically organized?			✓ Yes	☐ No
(3) Is	there adequate security?			✓ Yes	□No
(4) V	ho has access to the parts/supplies? The Auto tech and	l Sergeants			
(5) A	re batteries stored in a dry location, off the cement floor?			✓ Yes	□No
	utomotive parts and supplies inventoried and maintained in	- Floor Footio (FF) o	a raquirad?	✓ Yes	No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

_			
U.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
Ė	(1) Are there obsolete parts on hand?	☐ Yes	✓ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□ No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Inside a locked garage.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?  N/A	☐ Yes	□ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Battery cores are turned in to Napa Auto parts as new batteries are put	rchased. T	ires are
	disposed of by a contracted waste hauler.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Sgt. Whitehead during quarterly inventory 07-06-2009		
7. F	VEL DISPENSING FACILITY  EVALUATED ACTION REQUIRED  07-07-2009	CORRECTED	)
	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Use of	state issue	d credit cards
	is authorized if the pumps are shut down.		
	(a) Is self-service or full-service used? Self service.		

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	□ No □
b.	Is the fuel island clean and neat?	✓ Yes	□ No
	(1) Does it need repair or painting?	✓ Yes	□ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□ No
	(3) Is the break-away coupler installed?	✓ Yes	□ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
	(5) Is there a clean oil storage rack?	✓ Yes	□ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□ No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
c.	Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d.	Who fuels the vehicles? The vehicle driver		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? The AT and Sergeants have the key	s.	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Daily log.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The CHP 33 log books are compared	d to the dai	ly log.
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
	(1) When was the pump meter last checked for accuracy? September, 2008		
h.	Is there a contract for fuel?	✓ Yes	□ No
	(1) How often is the fuel supply replenished? 3-4 months.		
	(2) At what level is it refilled? When it goes under 2000 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Padlock.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	AFETY	EVALUATED	ACTION REQUIRED	CORRECTED	)
192 50	W0000000000000000000000000000000000000	07-07-2009			
a.	Does the Area conduct an inspection of the facility twice each	ch year to detect safety	nazards?	✓ Yes	□ No
	(1) Are the AT's work areas inspected?			✓ Yes	□ No
b.	Are there possible unsafe conditions within the AT's work ar	eas?		☐ Yes	✓ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
	(3) Are fire extinguishers charged, inspected and of the pro	pper type?		✓ Yes	□ No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
	(5) Are there loose items on the floor?			☐ Yes	✓ No
	(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		✓ Yes	□ No
	(a) Are they worn by the AT?			✓ Yes	☐ No
	(7) Is the battery charger in a safe place?			✓ Yes	□ No
	(8) Are masks available for AT's to wear when servicing bra	akes?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□ No
	(9) Are jack stands properly utilized?			✓ Yes	□ No
c.	What is the Area occupational safety record as it relates to fl	leet management? Ex	cellent. The AT is a men	aber of the Are	ea
	Occupational Safety Committee and attends meeting regula	arly.			
	(1) Have any injuries been prevented with an improved safe	ety awareness program	?	✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	07-07-2009	ACTION REQUIRED	CORRECTED	)
a.	Are fleet records logically filed?			✓ Yes	□No
-	(1) Are they conveniently located and available to the AT at	nd supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located	d?	A/A		
b.	Do the Fleet Focus (FF) documents comply with the instruct	ions in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	
	(2) Who reviews the FF reports? N/A				
	(3) How is the information used in Area's fleet administratio	on? N/A			
C.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns o	or duplicate services?		 ☐ Yes	✓ No
	( ,				

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage	ge?		✓ Yes	□No
d.	. Is the Area using the most effective and economical metho	d of repairing/maintaining	the fleet?	✓ Yes	□ No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information	on?		✓ Yes	□No
	(3) Is work being done by vendors that should be done by	the AT?		☐ Yes	✓ No
,	(4) Are there any warranty problems?			☐ Yes	✓ No
	(a) If so, are they being resolved?		N/A	☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6) Does the commander or his/her designee review and/o	or approve invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the appr	oval indicated on the invo	ice? Fleet Ops is notified	i when repair	s will exceed
	the threshold limit and all invoices are approved b	y fleet manager or an alte	rnate.		
e.	. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discoun	nt?		✓ Yes	□ No
f.	Are fleet operations bulletins maintained and accessible to t	✓ Yes	□No		
10.	CONDITION OF THE FLEET	07-07-2009	ACTION REQUIRED	CORRECTED	)
a.	. Using a CHP 33E, Vehicle Inspection Checklist, as a guide	, are there any patterns o	r problems identified?	☐ Yes	✓ No
	(1) Have any unauthorized modifications been made on ve	ehicles?		☐ Yes	✓ No
11.	MOTORCYCLES	07-07-2009	ACTION REQUIRED	CORRECTED	)
8	Is the Area commander involved and kept informed of motor	orcycle deployment, need	s, problems, etc.?	☐ Yes	□ No
	(1) Are the program objectives clearly understood by the co	ommander and superviso	rs?	☐ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to mot	orcycle operations?		☐ Yes	□No
b.	Are motorcycles being deployed in conformance with depart	rtmental policy and Fleet	Operations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominan	tly high speed problems?		☐ Yes	□No
	(2) Are motorcycles used for special duty officer transports	ation?		☐ Yes	□ No
	(3) Are motorcycles parked at the Area office during vacat	ions and extended days	off?	Yes	☐ No
c.	Are Fleet Operations Bulletins pertaining to motorcycles file	ed together?		☐ Yes	□No
	(1) What system is in place to verify understanding and co	ompliance?	_		
	(2) Are Bulletins discussed with riders?			☐ Yes	□No
d.	What type of active safety program does the Area have?				
		1			

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

OIII	1001	(Nev. 0-00) Of 1 003		
	(1)	Is there a Defensive Rider Program?	☐ Yes	□ No
\$	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□ No
	(3)	What is the Area's safety record?		
		(a) How soes it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	☐ No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls ti	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.	Has	s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
-	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	Q No
	(4)	Is a battery charger available?	☐ Yes	□NQ

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **AREA MANAGEMENT EVALUATION**

### **FLEET MANAGEMENT**

1	5) In the control of the character of		
1	5) Is there security and an accurate inventory kept?	☐ Yes	□ No
i. V	hat arrangements have been made for servicing and repairing motorcycles?		
(	Is it satisfactory and cost effective?	☐ Yes	☐ No
(:	2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	☐ No
(:	3) How is repair work verified?		
(4	4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□ No
	(a) Is a supervisor's permission required?	☐ Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□ No
(!	5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6	6) Does the Area have a motorcycle trailer?	☐ Yes	□ No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□ No
j. Aı	re vehicle files logically kept and up-to-date?	☐ Yes	□ No
(1	) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□ No
(2	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□ No
(3	B) Is service up-do-date?	☐ Yes	□No
	re daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, fonthly Motorcycle Inspection List, completed as required?	Yes	□ No
(1	) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
(2	2) Are the forms filed for the life of the motorcycle?	☐ Yes	₽ No
	cilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the rea motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

### COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

rade I OI 3	Page	1	of	3
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Command: Bridgeport	Division: Inland	Chapter:	
Inspected by: Sgt. Reginald	Whitehead	Date: 07-06-09	

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number of the inspection in the Char	itar Inspecti	on number. Under Forward to, enter t	y, or fill in the blanks as indicated. Enter the cha the next level of command where the document tive practices, suggestions for statewide may be used if additional space is required.	pter
TYPE OF INSPECTION  Division Level  Comman  Executive Office Level	nd Level	Total hours expended on the inspection:	Corrective Action Plan Included  Attachments Included	
Follow-up Required:		ord to: Inland Division Date:07-19-09		i Majiya
Chapter Inspection: Inspector's Comments Re	garding l	nnovative Practices:		The state of the s
Command Suggestions for ASM	r Statew 's and So	de Improvement: ergeants on the fleet focus pro	ogram.	
Inspector's Findings: The Bridgeport Area was fo duties of an Area command		e in compliance with policy re	garding fleet management and the	
Commander's Response:	☑ Cond	cur or Do Not Concur (Do No	ot Concur shall document basis for response	e)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 3 of 3

Command: Bridgeport	Division: Inland	Chapter:	
Inspected by: Sgt. Reginald	Whitehead	Date: 07-06-09	

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Employee would like to discuss this report with the reviewor.	COMMANDER'S SIGNATURE	DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	7.22.55 DATE
Reviewer discussed this report with	REVIEWER'S SIGNATURE	7-22-09 DATE//
cmployee Do not concur	Mercel	7/24/09

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Inland Comm Center	Inland	
EVALUATED BY		DATE
Ta Lisa Rodriguez		10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUATION SUSPENSE DATE  Formal Evaluation Informal Evaluation				
☐ Yes ☑ No	COMMANDER'S REVIEW	COMMANDER'S REVIEW		5.04
AREA ADMINISTRATION	EVALUATED N/A	ACTION REQUIRED	CORRECTED	)
a. Is there a clear line of supervision and accountability for th	e Area's fleet manageme	ent?	☐ Yes	□ No
(1) Is the Area commander involved and informed?			☐ Yes	□No
(a) Does he/she monitor invoices?			☐Yes	□No
(2) Who is authorized to approve invoices?				
b. What is the background experience of the Automotive Tec	hnician (AT)?			
(1) Are sufficient instructions and training provided?			Yes	□No
(2) Is he/she a qualified mechanic at journey person level	1?		☐ Yes	□No
(3) Does he/she attend training on new model vehicles?			☐ Yes	□ No
(4) Does the AT have good rapport with Area personnel a	and vendors?		☐ Yes	□No
(5) Does the AT ensure vehicles are available at shift cha	ange?		☐ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	□No
(7) Does the AT have ideas/suggestions for improving the	e program?	· · · · · · · · · · · · · · · · · · ·	☐ Yes	□No
c. How much maintenance work is being done by the AT?				
(1) Is he/she qualified to perform maintenance and minor	repairs?		☐ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT	?			
VEHICLE USE	EVALUATED Yes	ACTION REQUIRED	CORRECTED	)
a. How many "E" Class vehicles are assigned to the Area?	4		1	

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(101100	-, -:				
(1) Is there	an unmarked patrol vehicle assigned for the	commander?		✓ Yes	□ No
(2) If the n	umber of vehicles assigned is in excess of the	formula, what justification	has been made?		
b. Are there p	ocedures in place to ensure there are sufficier	nt vehicles available at the	beginning of each shift?	✓ Yes	□No
(1) Are offi	cers allowed to perform minor corrections in o	rder to keep the vehicles o	on the road?	✓ Yes	□No
(a) Is	there a supply of tools and minor equipment a	vailable?		✓ Yes	□No
c. What is the	justification for any vehicle kept at employees	homes after duty hours?			
d. Who does t	he commander allow to ride in vehicles? Dep	artmental personnel and a	pproved ride a longs.		
(1) Do sup	ervisors use the CHP 428, Release and Waive	er of Liability?		✓ Yes	□No
(a) Is	the CHP 428 kept for the appropriate period of	f time?		✓ Yes	□No
3. SERVICE ARR	ANGEMENTS	EVALUATED N/A	ACTION REQUIRED	CORRECTE	)
a. What vendo	ors are being used for servicing or repairing ve	hicles?		-	
(1) Are the	y authorized dealers?			☐ Yes	□No
(2) What p	rocess was used in selecting a service vendor	?			
(3) What a	re the hourly rates being charged?				
(a) Are	discounts given on parts?			☐ Yes	□No
(4) Has the	command shopped for the most cost effective	e vendors?		☐ Yes	□No
	ne Area constantly change vendors, or work ou	ut problems in order to ma	intain good		
	rm relationships?			∐Yes	□ No
	ne AT adhere to policy in HPM 11.2, Materials			Yes	□ No
	ailability has been a problem, has Area experi		intenance?	☐ Yes	□No
	ercentage of the fleet is needed on weekends	?			
	re shortages of vehicles on Mondays?			☐ Yes	□No
	than one AT, are their hours/days scheduled			Yes	□ No
	overtime needed for maximum enforcement pe			☐ Yes	□ No
	ns adequate to ensure regular washing of veh	icles?		☐ Yes	□ No
(1) How ar	e interiors cleaned?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	_	_					
	(2)	ls t	the Area's vehicle washing procedure practical and econor	mical?		☐ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐Yes	□No
	(3)	ls t	there more than one car wash facility available?			☐ Yes	□No
	(4)	Аге	e vehicles being excessively washed or detailed?			☐ Yes	□No
	(5)	Do	es the Area have a maintenance worker or janitor wash ca	ars?		☐ Yes	□No
	(6)	ls t	here any other program that can be of assistance in wash	ing cars?		☐ Yes	□No
d.	Нс	w do	o officers report defective equipment?				
	(1)	Wh	no is authorized to declare a vehicle unsafe for patrol?				
		(a)	Who determines when a vehicle is safe after repair or ch	necking of defects?			
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		☐Yes	□No
		(c)	Is this system effective?			☐Yes	□No
		(d)	How long are records kept?				
		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	?	☐ Yes	□No
4. M	ILEA	GE	MANAGEMENT	N/A	ACTION REQUIRED	CORRECTE	
a.	Do	es A	rea have a system to ensure equitable mileage accumula	Programme -		☐Yes	□No
	(1)	Are	e vehicles run out in the same order they are received?			☐ Yes	□No
	(2)	ls t	here an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	☐ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Но	w are	e adjustments to mileage accomplished?				
	(1)	Do	field supervisors and officers understand their responsibil	lity in vehicle assignmen	ts?	☐ Yes	□No
	(2)	Do	es the AT understand what is required?			☐ Yes	□No
	(3)	Do	es the Area have a "personalized vehicle assignment" pro	ogram?		☐ Yes	□No
		(a)	If so, how does it effect mileage averaging?				
C.	Но	w do	es the Area project run outs?				
	(1)	Is F	FOS provided 30-45 days advance notice?			☐Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

		What has been the condition of vehicles returned to FOS?				
	(3)	Are the right equipment options completed?			☐Yes	□No
5. A	UTC	MOTIVE WORK AREA/EQUIPMENT	EVALUATED N/A	ACTION REQUIRED	CORRECTED	
а	. Is	there adequate space and comfort in the AT office?			Yes	□No
	(1)	Is the office arranged neatly, and are all bulletins and manu	als current?		☐ Yes	□No
	(2)	Does the AT maintain a service and flat rate manual?			☐ Yes	□ No
b	. Is	the space for working on vehicles adequate?			☐ Yes	□ No
	(1)	Is it clean and organized?			☐ Yes	□No
С	. Do	pes the AT have the supply of tools listed in HPM 31.1, Fleet C	Operations Manual,	Chapter 6?	☐ Yes	□No
	(1) Is there an inventory?				Yes	□No
		(a) When was it last checked?			Yes	□No
	(2)	Are the tools located where they can be easily accessed by	the AT when work	ing on vehicles?	☐Yes	□No
		(a) Are they clean and properly maintained?			☐Yes	□No
		(b) Is there security for the tools when the AT is not preser	nt?		Yes	□No
		(c) Who has access to the tools?			☐Yes	□No
d	. Do	pes the AT have the equipment necessary to perform all requi	red tasks?		☐ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			☐Yes	□No
е	. Is	the equipment neat, clean and in good repair?			☐Yes	□No
	(1)	Have replacements been planned and budgeted for?			☐Yes	□No
f.	Are	there additional tools or items of equipment needed?			☐Yes	□No
	(1)	Could the AT be more effective if they were available?			☐Yes	□No
	(2)	Can they and/or have they been requisitioned or requested	?		Yes	□No
. т	IRES	S, PARTS AND SUPPLIES	N/A	ACTION REQUIRED	CORRECTED	)
а	. Is	the space provided for parts and supplies adequate?			☐ Yes	□No
	(1)	If not, can more space be provided?			☐Yes	□No
	(2)	Is the space neatly and logically organized?			☐ Yes	□No
	(3)	Is there adequate security?			☐ Yes	□No
	(4)	Who has access to the parts/supplies?				
	(5)	Are batteries stored in a dry location, off the cement floor?			☐ Yes	□No
b.	. Are	e automotive parts and supplies inventoried and maintained in	r Fleet Focus (FF)	as required?	☐ Yes	□No

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

C.	Are reasonable numbers of parts/supplies stocked?			☐ Yes	☐ No
	(1) Are there obsolete parts on hand?			☐ Yes	□No
d.	Does Area stock parts/supplies purchased by the Departmen	nt, and provide them to	the vendor for installation?	☐ Yes	□No
e.	Are adequate records maintained for tires, and are all tires a	ccounted for?		☐ Yes	□No
	(1) Are tire requests properly documented and ordered thro Business Services Section?	ugh the Purchasing Se	ervices Unit of	☐ Yes	□No
	(2) Are proper guidelines in place for record keeping?			Yes	□No
	(a) Are records reviewed by management?			☐ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			☐ Yes	□No
	(a) How are tires stored?				
	(4) Is access to the tires restricted to the AT and his/her ass	sistant or backup?		☐ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of ti	res?		☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	□No		
	(7) Are adequate records maintained for used tires?				□No
	(a) Is the disposition of used tires within policy?				□No
f.	How are old tires/batteries disposed of?				
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Roto	ors (CHP 265) sent to p	prospective bidders?	☐ Yes	□No
	(2) Are either tires or batteries being traded to offset installa	ation costs?		☐ Yes	□No
	(3) Are the provisions of any tire or battery disposal contract	t being met?		☐ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required	?		☐ Yes	□No
	(1) Are all containers (other that the original) containing haz	ardous materials prop	erly marked?	☐ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supp	lies been conducted?		☐ Yes	□No
	(1) Who conducted the count?				
FU	JEL DISPENSING FACILITY	N/A	ACTION REQUIRED	CORRECTE	)
a.	a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?				
	(1) What procedures have been established for purchasing	fuel from service station	ons in emergencies?		
	(a) Is self-service or full-service used?				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FLEET MANAGEMENT**

	(1.0.1.0.0.0)		
	(2) Is there a written policy, and is it complied with?	☐ Yes	□No
b.	Is the fuel island clean and neat?	☐ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
	(3) Is the break-away coupler installed?	☐ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
	(5) Is there a clean oil storage rack?	Yes	□No
	(6) Is the lighting adequate?	Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
	(8) Have problems been reported to Facilities Section?	Yes	□No
C.	Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles?		
	(1) Are records maintained as required?	☐ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	☐ Yes	□No
	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
i.	How does the Area secure the fuel pumps when they are not in use?		=
	(1) Is the system adequate?	☐ Yes	□No
	(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

8. S	AFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED	)
а	. Does the Area conduct an inspection of the facility twice e		y hazards?	☐ Yes	□No
	(1) Are the AT's work areas inspected?			☐ Yes	□No
b	. Are there possible unsafe conditions within the AT's work	areas?		☐Yes	□No
	(1) Is the shop floor clean and free of any spills?			☐Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	□No
	(3) Are fire extinguishers charged, inspected and of the p	proper type?		Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	□No
	(5) Are there loose items on the floor?			☐ Yes	□No
	(6) Is the bench grinder firmly affixed, and are there safe	ty glasses available?		☐Yes	□No
	(a) Are they worn by the AT?			☐ Yes	□No
	(7) Is the battery charger in a safe place?			☐ Yes	□No
	(8) Are masks available for AT's to wear when servicing	brakes?		☐ Yes	□No
	(a) If yes, are they worn?			☐ Yes	□No
	(9) Are jack stands properly utilized?			☐Yes	□No
C	What is the Area occupational safety record as it relates to  (1) Have any injuries been prevented with an improved s		m?	☐ Yes	□No
9. \	EHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED	)
а	Are fleet records logically filed?			☐ Yes	□No
	(1) Are they conveniently located and available to the AT	and supervisor?		☐Yes	□No
	(2) Do files contain all required documents?			☐ Yes	□No
	(a) If documents are not in files, where are they loca	ted?			
b.	Do the Fleet Focus (FF) documents comply with the instru	ıctions in HPM 31.1, Fle	et Operations Manual?	☐Yes	□No
	(1) Are documents legible and complete?			☐ Yes	□No
	(2) Who reviews the FF reports?		1//		
	(3) How is the information used in Area's fleet administra	tion?			
C.	Is the CHP 424 current?			Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns	s or duplicate services?	-	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage?			☐ Yes	□No
d.	Is the Area using the most effective and economical method of repairing/maintaining the fleet?			☐ Yes	□No
	(1) Are hourly rates in line with prevailing rates?				□No
	(2) Does the AT refer to manuals for invoice cost information?			☐ Yes	□No
	(3) Is work being done by vendors that should be done by the		☐ Yes	□No	
	(4) Are there any warranty problems?		☐ Yes	□No	
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□No
	(6) Does the commander or his/her designee review and/or ap	pprove invoices?		☐ Yes	□No
	(a) If so, is there a threshold limit, and how is the approva				
			11-11-11		
e.	Do invoices indicate parts are being supplied by the CHP?				□No
	(1) If parts are on invoices, does the vendor give a discount?	☐ Yes	□No		
f.	f. Are fleet operations bulletins maintained and accessible to the AT?				□No
10.	10. CONDITION OF THE FLEET    EVALUATED   ACTION REQUIRED   N/A				)
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, an	e there any patterns or p	roblems identified?	☐ Yes	□No
	(1) Have any unauthorized modifications been made on vehic	☐ Yes	□No		
11.	MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED	CORRECTED	)
a.	. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?				□No
	(1) Are the program objectives clearly understood by the commander and supervisors?				□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle operations?				□No
b.		☐ Yes	□No		
	(1) Are motorcycles being used on beats with predominantly high speed problems?				□No
	(2) Are motorcycles used for special duty officer transportation			Yes	□No
_	(3) Are motorcycles parked at the Area office during vacations and extended days off?				□No
				☐ Yes	□No
C.		ogether?		□ 168	
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed to				
C.					
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed to			☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

OI II .	1001	(1.64. 0-00) 01 1 000		
	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□ No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	☐Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
i.	Utili: Area	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Inland Comm	Inland	6	
Inspected by:	***	Date: 10/5/09	
Ta Lisa Rodrigi	Jez	10/5/09	

Page 1 of 2

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection docume	on number. Under "Forwar ont shall be utilized to docur	d to:" enter the nex ment innovative pra	
TYPE OF INSPECTION  ☐ Division Level ☐ Command L  ☐ Executive Office Level	.evel	Total hours expended inspection:	on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to:	TO NO.	
☐ Yes	Due D	ate:		
Chapter Inspection:				
Inspector's Comments Regar None	ding Ir	nnovative Practices:		
None				
Command Suggestions for S	tatewic	le Improvement:		
None	-17			
Inspector's Findings:				
ICC's fleet is managed by	y Inlan	d Division.		
Commander's Response: 🗵	Concu	ır or 🗌 Do Not Cond	ur (Do Not Conc	eur shall document basis for response)
Inspector's Comments: Shall etc.)	address	non concurrence by co	mmander (e.g., fi	ndings revised, findings unchanged,

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Inland Comm	Inland	6
Inspected by:		Date:
Ta Lisa Rodrigi	uez	10/5/09

*			
Required Action		10 P ROLL	
Corrective Action Plan/Timeline	 		

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	XIL LINTEL	10.5.09
	INSPECTOR'S SIGNATURE	DATE / /
	V-XMICCO	10/5/09
Reviewer discussed this report with	REVIEWER'S STONATURE	DATE
employee		10/19/19
☐ Concur ☐ Do not concur		1 / 1 // 0 /
	THE YOU	

## AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
801	Inland Division	
EVALUATED BY		DATE
Officer L. O'B	rien, #17085	10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		ALUATION al Evaluation 📝	Informal Evaluation	SUSPENSE DATE	1		
FOLLO		REQUIRED  No	☐ Correction Report	COMMANDER'S REVIEW	The same of the sa	DATE 10/1	6/09
1. AF	REA	ADMINISTRATION		10/5/2009	ACTION REQUIRED  None	CORRECTED	
a.	ls t	there a clear line of s	upervision and accountability for the		ent?	✓ Yes	□No
	(1)	Is the Area comma	nder involved and informed?			✓ Yes	□No
		(a) Does he/she m	nonitor invoices?			✓ Yes	□No
	(2)	Who is authorized t	to approve invoices? Auto Tech, E	d Ryan, A12596			
b.	Wh	nat is the background	experience of the Automotive Techr	nician (AT)? 8.5 years	on the job and 43 years o	f experience a	s an auto
	me	echanic					
	(1)	Are sufficient instru	ctions and training provided?			✓ Yes	□No
	(2)	Is he/she a qualified	d mechanic at journey person level?			✓ Yes	□No
	(3)	Does he/she attend	training on new model vehicles?			✓ Yes	□No
	(4)	Does the AT have (	good rapport with Area personnel an	d vendors?		✓ Yes	□No
	(5)	Does the AT ensure	e vehicles are available at shift chan	ge?		✓ Yes	□No
	(6)	Does the AT period	lically attend staff meetings?			✓ Yes	□No
	(7)	Does the AT have i	deas/suggestions for improving the	program?		✓ Yes	□No
C.	Но	w much maintenance	work is being done by the AT?				
	(1)	Is he/she qualified t	to perform maintenance and minor re	epairs?		✓ Yes	□No
		(a) If these duties	are not being performed, why not?				
d.	Wh	nat other duties or res	sponsibilities are placed on the AT?				
2. VE	HIC	CLE USE		10/5/2009	None	CORRECTE	)
a.	Но	w many "E" Class ve	hicles are assigned to the Area? 24,				

## FLEET MANAGEMENT

	(1) Is there an unmarked natral vehicle assigned for the same	ander?		✓ Yes	□No
	(1) Is there an unmarked patrol vehicle assigned for the commo		h m	V_ Yes	□ 1/10
	(2) If the number of vehicles assigned is in excess of the formu	lia, what justification i	nas been made?		
b.	. Are there procedures in place to ensure there are sufficient veh	icles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order to	keep the vehicles or	n the road?	✓ Yes.	□No
	(a) Is there a supply of tools and minor equipment available	le?		✓ Yes	□No
c.	. What is the justification for any vehicle kept at employees home	s after duty hours?	The Inland Division Chief	and Sector	Chiefs a
	allowed to store the vehicles at home for needed responses. The	ne CHP 379 for each	employee is kept on file.		
d.	. Who does the commander allow to ride in vehicles? State emp	loyees and official ri	de alongs who have comp	leted the CH	P 428.
	(1) Do supervisors use the CHP 428, Release and Waiver of L	iability?		✓ Yes	□No
_	(a) Is the CHP 428 kept for the appropriate period of time?	?		✓ Yes	□No
S	SERVICE ARRANGEMENTS	10/5/2009	None	CORRECTED	)
a.	. What vendors are being used for servicing or repairing vehicles	? Dealer (Ford, Do	dge, Chevrolet) Budget T	ransmission,	On Tar
	Auto, Colton Radiator				
	Tuto, Cotton Rugidioi				
	(1) Are they authorized dealers?				□No
	(1) Are they authorized dealers?	isual inspection of th	e shops and past experience		
	(1) Are they authorized dealers?	isual inspection of th	e shops and past experience		
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor? V</li></ul>		e shops and past experience		
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor? Vendor.</li></ul>		e shops and past experience		
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? Vendor.</li> <li>(3) What are the hourly rates being charged? Between \$75 and</li> </ul>	d \$85.00 per hour.	e shops and past experience	ces working	with the
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? Vendor.</li> <li>(3) What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> </ul>	d \$85.00 per hour.		es working	with the
	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor? Vendor.</li> <li>What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective vendos.</li> <li>Does the Area constantly change vendors, or work out prob</li> </ol>	d \$85.00 per hour.  dors?  plems in order to main	ntain good	Yes ✓ Yes	with the
b.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? Vendor.</li> <li>(3) What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors.</li> <li>(5) Does the Area constantly change vendors, or work out problems, the Area constantly change vendors.</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management (a) the AT adhere to policy in HPM 11.2, Materials Management (a) the AT adhere to policy in HPM 11.2, Materials Management (b) the AT adhere to policy in HPM 11.2, Materials Management (b) the AT adhere to policy in HPM 11.2, Materials Management (c) the AT adh</li></ul>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe	ntain good en making purchases?	☐ Yes ☑ Yes ☑ Yes	with the
b.	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? Vendor.</li> <li>(3) What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors, or work out problems.</li> <li>(5) Does the Area constantly change vendors, or work out problems.</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Managements.</li> </ul>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe	ntain good en making purchases?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	with the
b.	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor? Vendor.</li> <li>What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective vendors.</li> <li>Does the Area constantly change vendors, or work out problem, the Area constantly change vendors.</li> <li>Does the AT adhere to policy in HPM 11.2, Materials Mana.</li> <li>If vehicle availability has been a problem, has Area experimented.</li> </ol>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe	ntain good en making purchases?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	with the
b.	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor? Vendor.</li> <li>What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective vendors, or work out problems, term relationships?</li> <li>Does the Area constantly change vendors, or work out problems, term relationships?</li> <li>Does the AT adhere to policy in HPM 11.2, Materials Mana</li> <li>If vehicle availability has been a problem, has Area experiments</li> <li>What percentage of the fleet is needed on weekends?</li> </ol>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe had with weekend main main and with weekend main and weekend weekend main and weekend weekend main and weekend weeken	ntain good en making purchases?	Yes Yes Yes Yes Yes Yes	with the
b.	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor? Vendor.</li> <li>What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective vendors.</li> <li>Does the Area constantly change vendors, or work out problem, term relationships?</li> <li>Does the AT adhere to policy in HPM 11.2, Materials Mana. If vehicle availability has been a problem, has Area experimented.</li> <li>What percentage of the fleet is needed on weekends?</li> <li>Are there shortages of vehicles on Mondays?</li> </ol>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe had with weekend main defectively?	ntain good en making purchases?	Yes Yes Yes Yes Yes Yes	with the
	<ol> <li>Are they authorized dealers?</li> <li>What process was used in selecting a service vendor? Vendor.</li> <li>What are the hourly rates being charged? Between \$75 and (a) Are discounts given on parts?</li> <li>Has the command shopped for the most cost effective vendors. One of the problem of the problem of the problem of the problem.</li> <li>Does the Area constantly change vendors, or work out problem of the problem of the problem. Does the AT adhere to policy in HPM 11.2, Materials Mana. If vehicle availability has been a problem, has Area experimented.</li> <li>What percentage of the fleet is needed on weekends?</li> <li>Are there shortages of vehicles on Mondays?</li> <li>If more than one AT, are their hours/days scheduled most experimented.</li> </ol>	d \$85.00 per hour.  dors?  plems in order to main gement Manual, whe led with weekend main deffectively?	ntain good en making purchases?	Yes Yes Yes Yes Yes Yes Yes	with the

#### **FLEET MANAGEMENT**

CHP	453F	(Rev. 6-06) OPI 009				
	(2)	Is the Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No
-		(a) Is excessive officer time used to wash vehicles?			□Yes	☑ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
-	(4)	Are vehicles being excessively washed or detailed?			☐Yes	☑ No
-	(5)	Does the Area have a maintenance worker or janitor wash c	ars?		☐Yes	☑ No
	(6)	Is there any other program that can be of assistance in wash	ning cars?		☐Yes	☑ No
d.	Но	ow do officers report defective equipment? Defects are broug	tht to the attention of the	Auto Tech or written o	n a vehicle	repair report
	tha	at is monitored by the Auto Tech.				
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Officers, Auto Tech and	Supervisors.		
		(a) Who determines when a vehicle is safe after repair or cl	necking of defects? Auto	Tech		
		(b) Does he/she sign off the report form and indicate what h	nas been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept?				
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. M	ILEA	AGE MANAGEMENT	10/5/2009	None None	CORRECTED	
а.	Do	es Area have a system to ensure equitable mileage accumula	tion on all vehicles?		✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			✓ Yes	□No
b.	Но	w are adjustments to mileage accomplished? The Auto Tecl	h and fleet supervisor m	onitor the milage of the	vehicles a	nd make the
	ad	justments that are needed accordingly.				
	(1)	Do field supervisors and officers understand their responsible	lity in vehicle assignmen	ts?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		Yes	☑ No
		(a) If so, how does it effect mileage averaging?				
C.	Но	w does the Area project run outs? The milage is monitored	by the Auto Tech and no	otification is made to Flo	eet Operati	ons Section
	as	required.				
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FOS	? Good operation co	ndition		
					9
	(3) Are the right equipment options completed?			✓ Yes	□No
5. A	AUTOMOTIVE WORK AREA/EQUIPMENT	10/5/2009	None None	CORRECTED	
а	a. Is there adequate space and comfort in the AT office?	·		✓ Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and ma	inuals current?		✓ Yes	□No
	(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	o. Is the space for working on vehicles adequate?			✓ Yes	□No
	(1) Is it clean and organized?			✓ Yes	□No
С	c. Does the AT have the supply of tools listed in HPM 31.1, Flee	et Operations Manual,	Chapter 6?	✓ Yes	□No
	(1) Is there an inventory?			✓ Yes	□No
	(a) When was it last checked?			✓ Yes	□No
	(2) Are the tools located where they can be easily accessed	by the AT when worki	ng on vehicles?	✓ Yes	□No
	(a) Are they clean and properly maintained?			✓ Yes	□No
	(b) Is there security for the tools when the AT is not pre-	sent?		✓ Yes	□No
	(c) Who has access to the tools?			✓ Yes	□No
d	d. Does the AT have the equipment necessary to perform all re-	quired tasks?		✓ Yes	□No
	(1) If not, has it been budgeted for and/or ordered?			✓ Yes	□No
е	e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
	(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f.	. Are there additional tools or items of equipment needed?			☐Yes	☑ No
	(1) Could the AT be more effective if they were available?			☐Yes	☑ No
	(2) Can they and/or have they been requisitioned or request	ted?		☐Yes	☑ No
6. T	TIRES, PARTS AND SUPPLIES	10/5/2009	ACTION REQUIRED  None	CORRECTE	)
а	a. Is the space provided for parts and supplies adequate?	,		✓ Yes	☐ No
	(1) If not, can more space be provided?		7	☐Yes	☑ No
	(2) Is the space neatly and logically organized?			✓ Yes	□No
	(3) Is there adequate security?			✓ Yes	□No
	(4) Who has access to the parts/supplies? Auto Tech, Ma	intenance, Janitor and	Supervisor		
	(5) Are batteries stored in a dry location, off the cement floo	r?		✓ Yes	□No
b	b. Are automotive parts and supplies inventoried and maintaine	ed in Fleet Focus (FF)	as required?	✓ Yes	□No

#### FLEET MANAGEMENT

c.			
	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	□Yes	☑ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Locked on a tire rack located within the work area of the Auto Tech.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of?	cycling.	
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐Yes	☑ No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	✓ No
	<ul><li>(2) Are either tires or batteries being traded to offset installation costs?</li><li>(3) Are the provisions of any tire or battery disposal contract being met?</li></ul>		
g.		□Yes	☑ No
g.	(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?	☐ Yes  ☑ Yes ☑ Yes	✓ No  □ No □ No
	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No
	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?  Has the quarterly count of parts, tires, accessories and supplies been conducted?	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No
h.	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?  Has the quarterly count of parts, tires, accessories and supplies been conducted?  (1) Who conducted the count? Auto Tech, confirmed by Officer L. O'Brien, #17085	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No
h.	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?  Has the quarterly count of parts, tires, accessories and supplies been conducted?  (1) Who conducted the count? Auto Tech, confirmed by Officer L. O'Brien, #17085  JEL DISPENSING FACILITY  EVALUATED ACTION REQUIRED None	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No
h.	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?  Has the quarterly count of parts, tires, accessories and supplies been conducted?  (1) Who conducted the count? Auto Tech, confirmed by Officer L. O'Brien, #17085  JEL DISPENSING FACILITY  EVALUATED ACTION REQUIRED None	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No ☐ No
h.	(3) Are the provisions of any tire or battery disposal contract being met?  Are Material Safety Data Sheets (MSDS) posted as required?  (1) Are all containers (other that the original) containing hazardous materials properly marked?  Has the quarterly count of parts, tires, accessories and supplies been conducted?  (1) Who conducted the count? Auto Tech, confirmed by Officer L. O'Brien, #17085  JEL DISPENSING FACILITY  EVALUATED   ACTION REQUIRED   None  Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☐ Yes  ☑ Yes  ☑ Yes  ☑ Yes  ☑ Yes  ☑ Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No

#### **FLEET MANAGEMENT**

MP 4	453F (Rev. 6-u6) OPI 009		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Personnel who drive the vehicle are responsible for re-fueling.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Tech, Supervisor, Facility Coo	ordinator	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Fuel logs have been created at each pump to	o monitor	fuel and oil
	that is dispensed and used.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Personnel are required to accurately	record fue	l dispensed,
	milage and vehicle numbers. Auto Tech collects these records daily.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? 9/28/2009		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Every two months		
	(2) At what level is it refilled? Approximately 2,200 gallons		
i.	How does the Area secure the fuel pumps when they are not in use? The pumps are located within secure fence	s and autor	natic gates.
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

#### **FLEET MANAGEMENT**

8. S	AFETY	EVALUATED 10/5/2009	ACTION REQUIRED None	CORRECTED	
a.	Does the Area conduct an inspection of the facility twice each		- AND ROLL	✓ Yes	
-	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	Are there possible unsafe conditions within the AT's work are	as?		☐ Yes	✓ No
•	(1) Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
-	(3) Are fire extinguishers charged, inspected and of the prop	er type?		✓ Yes	□No
7	(4) Are any batteries leaking or stored improperly?			☐Yes	☑ No
19-	(5) Are there loose items on the floor?			☐Yes	☑ No
*	(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?		✓ Yes	□No
-	(a) Are they worn by the AT?			✓ Yes	□No
-	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing braken	kes?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
2:	(9) Are jack stands properly utilized?			✓ Yes	□No
c.	What is the Area occupational safety record as it relates to fle	eet management? E	excellent, no injuries reporte	d.	
	(1) Have any injuries been prevented with an improved safet			✓ Yes	□No
9. \	VEHICLE RECORDS AND MAINTENANCE	10/5/2009	None	CORRECTED	)
a	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT an	d supervisor?		✓ Yes	□No
-	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located	? The documents as	re kept on file.		
b	Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1, Fle	et Operations Manual?	✓ Yes	□ No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Auto tech and fleet superv	risor.			
(3) How is the information used in Area's fleet administration? After review the adjustments are made accordingly to					rove
	efficiency and management of the fleet.				
С.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?		☐Yes	☑ No

#### **FLEET MANAGEMENT**

CHP	453F (Rev. 6-06) OPI 009					
	(2) Have required services been done at the proper mileag	ge?		☑ Yes	□No	
d	d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?					
	(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No			
	(2) Does the AT refer to manuals for invoice cost information	ion?		✓ Yes	□No	
	(3) Is work being done by vendors that should be done by	the AT?		☐Yes	☑ No	
	(4) Are there any warranty problems?			☐Yes	☑ No	
	(a) If so, are they being resolved?			✓ Yes	□No	
	(5) Is the credit card being used in lieu of an invoice?		*	☐Yes	☑ No	
	(6) Does the commander or his/her designee review and/o	or approve invoices?		✓ Yes	□No	
	(a) If so, is there a threshold limit, and how is the appro	oval indicated on the inv	voice? Stamped, signature	and date of a	oproving	
	official.					
е	. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No	
	(1) If parts are on invoices, does the vendor give a discour	nt?		□Yes	☑ No	
f.	Are fleet operations bulletins maintained and accessible to t	the AT?		✓ Yes	□No	
10.	10. CONDITION OF THE FLEET EVALUATED ACTION REQUIRED None					
а.	. Using a CHP 33E, Vehicle Inspection Checklist, as a guide	e, are there any patterns	or problems identified?	Yes	☑ No	
	(1) Have any unauthorized modifications been made on ve	ehicles?		☐Yes	☑ No	
11.	MOTORCYCLES	N/A	ACTION REQUIRED	CORRECTED		
а	. Is the Area commander involved and kept informed of moto	orcycle deployment, nee	eds, problems, etc.?	Yes	□No	
	(1) Are the program objectives clearly understood by the co	ommander and supervis	sors?	Yes	□No	
	(2) Does the Area have an up-to-date SOP relating to mot	torcycle operations?		Yes	□No	
b	. Are motorcycles being deployed in conformance with depart	rtmental policy and Flee	et Operations Bulletins?	Yes	□No	
	(1) Are motorcycles being used on beats with predominan	tly high speed problems	5?	Yes	□No	
	(2) Are motorcycles used for special duty officer transports	ation?		Yes	□No	
	(3) Are motorcycles parked at the Area office during vacat	tions and extended days	s off?	Yes	□No	
C.	Are Fleet Operations Bulletins pertaining to motorcycles file	ed together?		Yes	□No	
	(1) What system is in place to verify understanding and co	ompliance?				
	(2) Are Bulletins discussed with riders?			☐Yes	□No	
d	. What type of active safety program does the Area have?					
	-					

#### **FLEET MANAGEMENT**

HP 4	33F (	Rev. 6-06) OPI 009		
	(1)	Is there a Defensive Rider Program?	☐Yes	□No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	Is th	nere adequate space to park and/or store motorcycles?	☐Yes	□No
	(1)	Is safety compromised?	□Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	□Yes	□No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	□Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐Yes	□No
	(2)	Is there ample supply available?	☐Yes	□No
	(3)	Are spare tires available?	☐Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

#### **FLEET MANAGEMENT**

	(5) Is there se	curity and an accurate inventory kept?	☐Yes	□No			
What arrangements have been made for servicing and repairing motorcycles?							
	(1) Is it satisfa	actory and cost effective?	☐Yes	□No			
	(2) Does the r	maintenance program minimize officer and vehicle down time?	☐Yes	□No			
	(3) How is rep	pair work verified?					
	(4) Do motoro	ycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No			
	(a) Is a su	upervisor's permission required?	□Yes	□No			
	(b) Is the	re a SOP covering this aspect of motorcycle operation?	□Yes	□No			
	(5) If not ridde	n, how are motorcycles transported to vendors for repairs?					
	(6) Does the A	Area have a motorcycle trailer?	□Yes	□No			
	(a) How o	often is it used?					
	(b) If one	is not available, has Area budgeted for one?	☐Yes	□No			
j.	Are vehicle files	logically kept and up-to-date?	☐Yes	□No			
	(1) Does a rev	riew of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	□Yes	□No			
	(2) Does the r	notorcycle supervisor review all motorcycle invoices?	☐Yes	□No			
	(3) Is service	up-do-date?	☐Yes	□No			
k.		ctions being done by the rider and monthly inspection by the supervisor, and the CHP 184, cycle Inspection List, completed as required?	□Yes	□No			
	(1) Are mecha	anical discrepancies recorded with the date noted and date corrected?	□Yes	□No			
	(2) Are the for	ms filed for the life of the motorcycle?	Yes	□No			
l.		P 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the es appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No			

## **COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Inland Division	Inland	Chapter 6
Inspected by:		Date:10/06/2009
I O'Brien		

Page 1 of 3

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspecti docume	on number.  Under "Forw ent shall be utilized to doc	ard to:" enter the nex cument innovative pra	Il in the blanks as indicated. Enter the chapter kt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION  Division Level Command L  Executive Office Level	₋evel	Total hours expended inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to:		
☐ Yes	Due D	eate:		
Chapter Inspection:		22.7		
Inspector's Comments Regar	dina Ir	novative Practices		
Command Suggestions for St Currently Inland Division has	tatewic no rec	de Improvement: Tommendations for	he Fleet Manag improvement at	gement assessment is sufficient. t this time.
Division is kept well informed records that are convenient to the fleet maintained and repa	peratin as to to locate ir rates s and	g within policy. Th the operations of the and review when and turn around ti has established an	e Auto Tech pe e fleet. The Au necessary. Qu me are accepta	rforms his daily duties and the ito Tech maintains excellent palified vendors are used to keep
Commander's Response:	Concu	r or Do Not Con	cur (Do Not Conc	ur shall document basis for response)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Inland Division	Inland	Chapter 6
Inspected by:		Date:10/06/2009
L. O'Brien		

The property of the second of	
Required Action	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10/16/09
	INSPECTOR'S SIGNATURE	DATE 10/7/09
□ Reviewer discussed this report with employee     □ Concur □ Do not concur	REVIEWER'S SIGNATURE	DATE 10/19/09